

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Construction Project Manager	REPORTS TO:	Director I Facilities Management
DEPARTMENT:	Facilities	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range E1; Tier IV, Management Salary Schedule

SUMMARY DEFINITION:

Under general administrative direction, responsible for the coordination and organization of construction, reconstruction, modernization, alteration projects, relocation of school buildings and facilities, and other capital outlay projects; supervise construction technicians as assigned. (Assist in the District's facility planning process.)

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Review plans, inspect construction projects, and make recommendations to insure compliance with legal requirements, construction project drawings, and specifications. **E**

Keep District officials informed of status of construction projects through conferences and written reports. **E**

Provide personal and continuous inspection through all stages of construction to ensure that requirements of the approved plans and specifications are being completely executed. **E**

Notify commissioned architects, engineers, and appropriate administrative officials of any material or workmanship which does not meet specifications. **E**

Prepare analyses and reports on engineering and construction problems. **E**

Develop a comprehensive inventory of all of the District's building systems and make recommendations for short and long range life cycle replacement program. **E**

Prepare and provide explanations on proposed and on-going building program activities before public groups and official bodies, as required. **E**

Serve as liaison among District administrators, construction inspectors, architects and contractors, planning and construction agencies. **E**

Conduct investigations and make recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's building program. **E**

Coordinate activities on facility projects from design through occupancy. **E**

Meet and confer with appropriate officials in the State, County, and City Government and make professional recommendations to insure compliance with laws and regulations governing financing, planning, and construction of school facilities. **E**

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Construction Project Manager

Supervise and evaluate assigned personnel. E

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: B.A. or B.S. in business, engineering, or construction management preferably with emphasis in school or public projects. Three to five years of experience in building construction work with management or supervisory experience. Technical experience in building construction work with management or supervisory experience may be considered in determining college equivalency.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Building construction methods and materials.
- Preparation of cost estimates and specifications.
- Methods, materials, tools, and terminology used in the building trades.
- Applicable codes, ordinances, and regulations.
- Planning and organizing construction projects.
- Methods, practices, and procedures for construction and building program activities.
- Computers, spreadsheets and word processing programs.
- Cost controls.
- Management and personnel practices and principles and supervision and evaluation techniques.
- Verbal and written communication skills.
- Data collection, analytical methods and procedures.
- Report writing and record-keeping techniques.

ABILITY TO:

- Meet District standards of professional attitude as outlined in the Code of Ethics for Management Employees.
- Plan, organize, and administer activities related to construction projects.
- Read and interpret construction specifications, architectural drawings, diagrams, and schematics.
- Coordinate and inspect construction and maintenance projects.
- Analyze situations and develop appropriate recommendations.
- Plan and schedule construction activities for optimum efficiency.
- Maintain current knowledge of State of California Education Code, building codes, OSHA regulations, and other construction rules and regulations.
- Plan, organize, and coordinate construction projects.
- Perform research, analyze data, and produce a variety of reports.
- Read, understand, explain, and implement construction policies and procedures.
- Conceptualize and work at detail level.
- Use appropriate judgment in diverse and emergency situations.
- Work cooperatively and communicate effectively.
- Supervise and evaluate personnel.
- Prepare comprehensive technical materials.
- Operate a personal computer and software programs.

Prepare and present complete and accurate written and verbal reports.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Prioritize, plan, organize, and schedule work.
Give and receive oral and written instructions using proper English.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor working environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; seeing to read drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information and make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights.

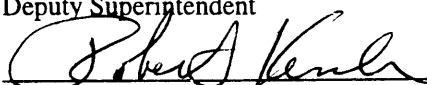
APPROVALS:

Kathleen Goldman
Deputy Superintendent



6/26/98
Date

Robert Kessler
Superintendent



6/24/98
Date

CPM.PD.BMH.6/18/98