

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Senior Project Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance/Facilities Departments	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	April 9, 2013	SALARY:	Range I2; Tier IV, Management Salary Schedule

SUMMARY: Under the general direction of assigned supervisor this position plans, organizes and supervises activities for design and construction of school facilities and rehabilitation projects within the San Ramon Valley Unified School District (SRVUSD); acts as liaison between the District, school site administrators, parents and staff, architects and contractors to assure authorized projects are accomplished in accordance with approved policies and procedures; interprets, enforces and assists in the development of policies, methods and procedures relating to school construction and rehabilitation activities; ensures that projects stay within budget, conform to established schedules, and project modifications are carried out without delay.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Plans, organizes, directs and controls all or part of school construction projects from concept through design and construction to closeout of the project contracts. **E**

Assist the Director of Maintenance to plan, organize, coordinate, schedule and supervise daily work for maintenance. Oversee repairs, renovations and special projects assigned to maintenance staff. **E**

Reviews designs, plans, estimates, specifications, and submittals for general conformance with district standard and contract documents. **E**

Develops and updates Facilities Educational Specifications and Material Standards **E**

Assists with the preparation of responses to and defenses of construction claims and litigation **E**

Prepares and updates contract agreements to ensure they are current and pertinent for varied types of projects **E**

Monitors progress of projects; recommends approval of progress payments for satisfactorily completed work. Prepares punch lists and coordinates their satisfactory completion. **E**

Prepares and monitors project and operating budgets, including support for obtaining funding. **E**

Provides initial response to calls for service, assesses maintenance needs, and routes a work order to appropriate maintenance craftsperson. **E**

Receive and review incoming work requests, plan, organize, and prioritize work requests for maintenance. Assist with field supervision of maintenance staff to insure work requests are completed. **E**

Coordinates work of a multi-disciplinary development team across organizational boundaries, including design architects and related design and construction professionals in the successful completion of assigned projects. **E**

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Works with the public, private contractors, special interest groups, governmental funding and regulatory agencies, school site administrators, staff, and other school district interest groups. **E**

Controls project cost and schedule and reviews change orders. **E**

Serves as primary contact for all parties involved in the projects. **E**

Provides the SRVUSD Director of Facilities Development, District Senior Administrators and Managers, the SRVUSD Board of Education and the interested public with regular reports on project status. **E**

Makes presentations as needed to the school sites to inform them of the purposes, practices and progress of the SRVUSD Bond Program and to respond to relevant questions and complaints. **E**

Simultaneously manages multiple projects. Manages General Contractors, multiple Construction Management Consultants, Architects and DSA Project Inspectors on multiple construction projects. **E**

Coordinates construction activities by making onsite inspection of work to ensure that projects conform to established schedules and approved policies and procedures; investigates and approves requests for construction modification and time extension. **E**

Prepares construction cost reports and cost analysis data to explain variances from cost estimates; assists in estimating cost for new construction and major building improvements. **E**

Assembles data regarding progress schedules; prepares data in proper form for introduction into the computer, analyzes information from the computer and enters same on charts and graphs. Utilizes spreadsheet software (Excel), scheduling software, and other project management software program to track all construction activities. **E**

Facilitates master planning design meetings with school site staff, community, and other representatives to ensure that planning meets the needs of the sites within the constraints of standards and budget. **E**

Prepares and assists with school site needs analyses for master planning and information for future bond campaigns. Makes presentations of needs and cost estimates for future bond campaigns. **E**

Participates in all preconstruction activities; coordination of constructability reviews, assists in the development of construction phasing and scheduling, procurement and installation of interim housing units, assists in bidding process, job walks, analysis of bids before final contracts are awarded and pre-construction conferences. Oversees all site moves required to accommodate construction activities. **E**

Reviews and updates the district general conditions, bid documents, and other division 0 specifications. **E**

Maintains a current schedule of all construction and rehabilitation projects and periodically reports on progress; is responsible for the preparation of periodic program graphs, charts and reports on building projects. **E**

Coordinates HAZMAT abatement construction activities with District HAZMAT Consultant. **E**

Ensures timely DSA closeout of projects by working with the architects, contractors, construction managers, inspectors, regulating authorities, and District Buildings and Grounds staff to resolve punch list items and other final activities; represents the District's interest in construction-related disputes, calling on legal and other support services when required. **E**

Ensures that contractors and construction managers are maintaining safe work sites and practices and that the needs of the students, teachers and administrative staff at the school sites are being protected. **E**

Other related duties as required.

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to:

- B.A. or B.S. in Engineering, Architecture, Construction Management;
- Three to five years of experience in building construction work, preferably with emphasis in school or public projects, and at least three years of which are in a supervisory capacity;
- 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

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer and use Microsoft Office XP or higher, databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Technical aspects of architectural, civil, mechanical, electrical, structural and geotechnical engineering design and specifications;
Financing, estimating and budgeting, including planning and estimating, calculating overhead, design and construction costs;
General knowledge of various funding sources and restrictions;
Legal requirements for District projects; regulations and regulatory agencies and commissions affecting planning, zoning, design and construction;
Requirements of final bid packages; construction management techniques and practices.
Comprehensive knowledge is required of general administrative principles;
Negotiating techniques; principles and practices of technical operations of project management principles;
Budget preparation and administration;
Public capital project construction.

ABILITY TO:

Schedule and budget complex capital projects;
Develop and enforce work statements;
Monitor, review and revise job orders, schedules and budgets;
Monitor and track project progress and expenditures and implement cost controls;
Use computer based project management systems;
Work effectively in a team environment;
Understand and communicate to others the larger context in which the project is being completed;
Negotiate and resolve contract disputes;
Maintain client contractor relationships;
Make effective presentations to clients and the community; and communicate effectively with the public, community groups, the media, other District and City departments; agencies and private contractors.
Plan, organize and direct the work of professional staff;
Analyze and solve problems;
Make judgment on all decisions and realize the ramifications and possible impact of each decision;
Deal tactfully and effectively with government officials,

Prepare clear and concise and comprehensive technical reports and business correspondence.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Indoor and outdoor working environment; driving a personal or District vehicle to conduct business; constant interruptions; seasonal heat and cold and adverse weather conditions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment; seeing to inspect job sites, read, prepare, and proofread drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough or uneven surfaces at construction sites and during inspections.

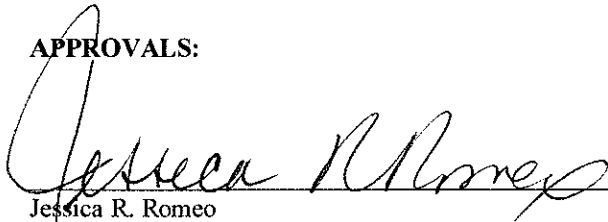
HAZARDS:

Working in and around hard-hat construction sites. Working around moving parts and equipment and construction vehicles and equipment

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

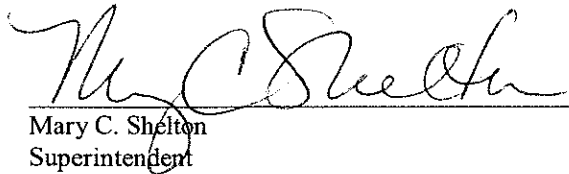
APPROVALS:



Jessica R. Romeo

Assistant Superintendent, Human Resources

April 30, 2013
Date



Mary C. Shelton

Superintendent

May 1, 2013
Date