

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FACILITIES AND CONSTRUCTION MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Business Services, coordinate and manage new school construction, including the alteration, relocation and modernization of existing buildings and structures; oversee the work of contractors to ensure the product that is being built matches the design of the architects and engineers; ensure timely completion of project on pace with the schedule and budget; manage the development of bid specifications and prepare bid documents; review plans, inspect construction projects, conduct investigations and provide recommendations related to construction activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate and manage new school construction, including the alteration, relocation and modernization of existing buildings and structures; oversee the work of contractors to ensure the product that is being built matches the design of the architects and engineers.

Ensure timely completion of project on pace with the schedule and budget; conduct weekly and daily meetings to update the District on project status regarding schedule and budget; coordinate major school facility construction projects with architects and contractors; represent construction projects to District management over the course of completion.

Control and direct construction, reconstruction, alteration projects, relocation of school buildings and facilities; review plans, inspect construction projects, conduct investigations and provide recommendations related to construction and modernization activities; approve requests for progress payments from contractors and architects.

Manage the development of bid specifications and prepare bid documents; prepare bid advertisements; arrange for publication in a newspaper of general circulation; receive, open and tabulate vendor bid data for evaluation; coordinate evaluation of vendor bids and prepare Board agenda for recommended vendor awards.

Review plans, inspect construction projects, conduct investigations and provide recommendations related to planning, design, construction, order changes, design modifications and contract administration to ensure compliance with established rules, regulations, guidelines and procedures.

Attend and conduct a variety of meetings as assigned; serve as representative at meetings regarding school construction matters; attend and provide expertise to meetings with architects, school administrators, staff, and community regarding new construction and modernization of existing structures; meet with regulatory agencies on State and local levels as necessary.

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Communicate with administrators, District personnel and contractors to coordinate activities, resolve conflicts, exchange information, develop, prepare and implement the budget for this function.

Analyze and review financial data related to function and project budget; prepare report on project budgets; communicate with appropriate District Committees.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Architectural and Construction management methods and techniques.

Public construction principals, functions, and activities.

Terms, procedures and practices used in the planning, design, construction, rehabilitation, remodeling, maintenance and operations of school buildings and facilities.

Principles, practices, procedures, rules, codes, regulations, techniques and strategies of District, including working with CDE, OPSC, DGS, DSA, and local agencies.

Architectural/engineering design procedures.

School construction within the State of California.

Applicable sections of the State Education Code and other applicable laws.

Principles and techniques of providing successful conflict management skills.

Research methods and report writing techniques.

Laws, rules and regulations related to assigned activities.

Construction principals, functions, and activities; effectively work with individuals and groups.

Industry standards and costs.

Interpersonal skills utilizing tact, patience, and courtesy; proficient business equipment, computer technology and software skills.

Operation of a computer terminal and data entry techniques and computerized scheduling programs.

**ABILITY TO:**

Organize, control and direct construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay and modernization projects.

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Review plans, inspect construction projects, conduct investigations and provide recommendations related to construction activities.

Prepare and deliver comprehensive narrative and financial reports.

Plan, organize and administer duties involved in the facility process.

Work independently with little direction.

Coordinate major construction projects.

Meet schedules and time lines.

Communicate effectively both orally and in writing and present data graphically.

Establish and maintain cooperative and effective working relationships.

Maintain records and prepare reports.

Prioritize and schedule work.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in engineering, architecture, public administration or related discipline and a minimum of four years of progressively responsible experience in construction industry or lead construction project manager for large multi-million dollar projects.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Standing or walking for extended periods to conduct inspections.

Climbing ladders during site visits.

**HAZARDS:**

Working at heights during site visits.

Working around or with machinery having moving parts during site visits.

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