


Santa Rosa City Schools

	<p align="center">DRAFT POSITION DESCRIPTION</p>
<p>Title: Project Manager - Facilities</p>	
<p>Department: Business Services</p>	<p>FLSA Classification: Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis</p>
<p>Bargaining Unit: None</p>	<p>Work Year: 12 Month (Classified Management)</p>
<p>Reports to: Director Maintenance & Operations/Transportation</p>	<p>Board Approval Date: Pending</p>

Salary Grade: Scheduled Management Salary Schedule (Range 5)

DEFINITION: Under the direction of the Director Maintenance & Operations/Transportation, the Project Manager - Facilities is responsible for managing the work of staff and contractors to modernize, renovate, expand, and construct District facilities. The Project Manager - Facilities shall work with District staff, its consultants, and construction management firms in providing technical assistance in the planning and execution of the District's facilities master plan and perform other job-related duties as required.

SUPERVISES: May supervise clerical support staff as appropriate.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Duties of the Project Manager - Facilities may include but are not limited to the following:

- Coordination and implementation of the Facilities Master Plan in collaboration with various staff and stakeholders.
- Working with District staff to develop, analyze, and direct school construction and modernization or deferred maintenance projects.
- Directing work on planning, implementing, and monitoring new or modernization construction projects and coordinating project activities with other District staff, administrators, community representatives, and other involved participants.

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- Managing and coordinating Board-approved projects and analyzing the impact on major maintenance programs, equipment needs, project design, contract solicitation, and project inspection.
- Coordinating activities with District offices, including Maintenance and Operations, Existing Facilities, Environmental Health and Safety, and other related organizational units.
- Determining which projects require review or approval from the Board of Education, Division of the State Architect, Office of Public School Construction, State Allocation Board, California Department of Education, Department of Industrial Relations, or others; preparing and/or coordinating applications for projects; and submitting project information for review and approval.
- Preparing project descriptions, definitions, and specifications for contract architects or other contractors and District architectural, engineering, or maintenance personnel.
- Gathering and analyzing data to prepare and update project budgets and be responsible for financial controls and cost management.
- Analyzing and evaluating requests for specialized modernization or deferred maintenance projects.
- Establishing project schedules, establishing project priorities, and monitoring progress.
- Overseeing contracts, State reporting requirements, and maintaining financial records.
- Assisting in the management of emergencies.
- Developing a master project plan that includes health and safety concerns, the effects of the interruption on the educational process, and cost-effectiveness.
- Preparing, reviewing, and evaluating project schedules, scope, and budgets, and determining the actions necessary to resolve problems.
- Supervising and participating in the use of data systems, data entry, and development of management reports related to District and State-approved projects, utilizing computerized reporting systems.
- Assisting in selecting, engaging, and evaluating consultants and in administering consultant contracts.
- Assuring compliance with applicable codes, regulations, and laws.
- Recommending and implementing, upon approval, new programs or projects.
- Attend construction meetings to ensure proper equipment and specifications and scheduled completion dates.
- Supervise and assist in developing punch lists, and final job walks for each construction project.

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Employment Standards, Education, and Experience:

Combination of education and experience deemed equivalent to graduation from college and a minimum of four years of increasingly responsible experience in Facilities Management, or the equivalent thereof, in a supervisory capacity, preferably in a school district. Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, or a related field preferred.

Any combined total of four years of the following experience:

- Construction management or construction project management experience as a construction foreman, design supervisor, or supervising the planning of multiple crafts. Experience with educational facilities is preferred.
- Four years of increasingly responsible experience, including supervision of personnel, in a relevant field such as Facilities Design and Engineering, Architecture, or Construction Project Management.
- Increasing supervisory responsibility in a related field, including education.

KNOWLEDGE AND ABILITIES:

Demonstrated experience and knowledge of:

- Principles of organization, management, and supervision.
- District standards and legal provisions governing school building construction, maintenance, budgeting, and finance.
- Principles of budgetary planning and control.
- Local and State building codes and safety regulations.
- Computer software to develop spreadsheets, databases, project schedules, and budget reports.
- Principles of facilities planning as related to traffic flow, economy of maintenance, growth, and adaptability to multi-functional usage.
- General characteristics and relative costs of methods of maintenance and/or construction, architectural features, and building and room design suitable for school uses.

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Ability to:

- Plan, schedule, organize, monitor, and administer facility construction functions.
- Analyze and interpret technical materials, such as architectural plans, building standards, project schedules, and budget data, accurately and effectively in written and oral communication.
- Plan, coordinate, and provide leadership in complex activities involving many participants.
- Estimate material and labor costs.
- Collect, classify, analyze, interpret, and explain statistical and budgetary data.
- Prepare clear, concise reports and other documents and make project-related recommendations.
- Conduct meetings and make effective oral presentations.
- Prepare critical path schedules.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license with no restrictions.

Proof of U.S. residency is required.

WORKING ENVIRONMENT/PHYSICAL DEMAND:

The usual and customary methods of performing the job's functions require the following physical demands: vision sufficient to inspect conditions of facilities, equipment, and systems and prepare and review diagrams and paperwork; walking, bending, stooping, kneeling, and climbing to inspect work; speech and hearing sufficient to provide information, discuss needed work, and provide instructions and training; motor skills to operate District vehicles; fine finger dexterity to use a computer keyboard. Generally, the job requires 5% sitting, 25% walking, and 70% standing. The job may involve extreme or hazardous conditions, including, but not limited to, exposure to noise, fumes, weather, moving equipment, and machinery in the course of inspecting and supervising work.