

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 16, 2012

Salary Schedule: 261; Row 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: FACILITIES PROJECT MANAGER

JOB PURPOSE STATEMENT: Under the direction of the Director of Facilities Services, and in coordination with the Assistant Superintendent, Business Services, supervise and oversee the completion of district wide facility projects to include new construction, modernization, expansion, and renovation and other related duties as required.

JOB FUNCTIONS:

- Organizes, coordinates, directs, and supervises district projects involving staff and contractors; inspects and documents work by district staff and contractors, and determines appropriate course of action to achieve district needs.
- Prepares, reviews and evaluates project schedules, scope, and budgets and determines the action necessary to resolve problems.
- Communicates with vendors, contractors, engineers, and inspectors regarding facilities project activities, materials, specifications, scheduling, and district policies and procedures.
- Maintains an effective working relationship with other departments, administrators, staff, and others in order to provide optimum facility comfort while reducing energy consumption levels.
- Determines the best methods of construction, needed equipment, materials, and supplies for district programs and projects.
- Prepares written materials for use in bid advertisements, pre-bid job walks and pre-construction meetings.
- Monitors the submission of and conducts constructability reviews; reviews plans and specifications prior to bidding to ensure district standards and correct equipment are purchased and installed.
- Serves as a liaison, coordinating activities between the District and engineers, architects, contractors, planners, building inspectors, and various agencies.

JOB FUNCTIONS – continued

- Serves as a project manager and district representative, coordinating the planning, construction, and renovation of district facilities and managing facility monitoring projects.
- Coordinates all construction activities with site and district.
- Reviews change orders and recommends approval or denial.
- Implements and enforces the District's labor compliance program to ensure contractors are aware of mandatory labor code requirements including labor compliance, and that they are paying the correct prevailing rates to workers on bond-funded construction projects, including those for modernization.
- Monitors the submission and conducts constructability reviews of architectural plans prior to submission to the Department of State Architects.
- Assists the Purchasing Department with the selection and supervision of building inspectors during construction; assists with the review and approval of progress and final payments to construction contractors; reviews and makes recommendation to the Purchasing Department for change orders to construction contracts.
- Prepares and files notices of completion; provides technical support on contractor claims and disputes.
- Receives, reviews and investigates requests for school site improvements and building modifications.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of school planning, architectural and building design; equipment and construction practices; trends and statistics affecting public school planning
- Characteristics and cost of various methods of construction, architectural features, and building design
- Building trade rules and regulations, building codes, ordinances, and regulations of state and local authorities, especially in relation to school planning, maintenance and operations
- Principles and practices of managing large, complex construction and repair programs from project inception to completion

Knowledge of – continued

- Regulations and enforcement methods of the Labor Compliance Program
- Principles, methods, materials, and equipment used in facilities planning, construction, operation and maintenance
- Methods, materials, and equipment, used in the various trades, including painting, plumbing, heating and ventilating, electrical, carpentry, glazing and locksmithing
- Operations and building maintenance practices including pertinent law and building codes
- Personal computer systems and software applicable to position
- General principles of supervision and training
- Safety practices and CAL-OSHA regulations related to building maintenance
Structural and mechanical regulations pertaining to construction of school buildings
- Federal guidelines relating to Americans with Disabilities Act

Ability to:

- Review contractors' pay requests in terms of project schedules, schedule of values, work-in-place, and stored materials, and advise action as appropriate
- Review cost proposals/field orders and change orders for accuracy in terms of scope of work, labor and materials, and advise action as appropriate
- Interpret blueprints, plans, drawings, schematics, and other data pertaining to the construction of school facilities and office buildings
- Resolve job site conflicts by establishing review processes and mechanisms early in the project to minimize delays in job progress and their potential impact on project budget
- Inspect work during and at completion of facilities projects
- Monitor quality assurance, and compliance with contract, and enforce conformance to local, state and Federal laws, ordinances and regulations
- Communicate effectively in writing and orally, to both groups and individuals
- Read, understand and interpret laws, codes and regulations covering construction, operations and maintenance of public school facilities

Ability to – continued

- Read and interpret technical trade manuals, instructions and guides.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Equivalent to graduation from college with a major in business administration or a related field; additional qualifying experience may be substituted for the education required on a year-for-year basis

Experience:

- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed is required

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid Driver's License with acceptable safe driving record

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Licenses, Certifications, Bonding, and/or Testing – continued

- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position