

JOB DESCRIPTION
National School District

PROJECT MANAGER, OPERATIONAL SUPPORT SERVICES

Purpose Statement:

The National School District Project Manager, under the direction of the Director of Maintenance, Operations and Facilities, will be responsible for supervising District project deliverable outcomes, creating timelines for on-site contractors, and is involved in monitoring that modernization, renovation and other district construction projects remain on track and within budget. The Project Manager of new facilities, modernization and maintenance of existing facilities serves as a liaison with on-site construction contractors and supervises site construction, while performing other related duties, as assigned. This position is designated as a Classified Management position and is part of the Management Leadership Team.

Functions

- Develops, analyzes, and directs school building construction, modernization, and maintenance projects for the purpose of ensuring the completion of the department's overall objectives.
- Can demonstrate the ability to organize priority facility projects according to facility needs, safety and timelines
- Is able to understand budgeting and maintains construction completion within budgeting construction limits
- Works with agency representatives as called for in the scope of duties, to include a multitude of various city, county, state and federal regulatory agencies(E)
- Coordinates all job walks and bidding with the department of contracts and purchasing to ensure efficiency
- Participates in assigned meetings for the purpose of gathering and disseminating information related to pending projects
- Works with site administrators in evaluating existing facilities for the purpose of determining facilities and maintenance needs
- Develops and maintains project schedules to ensure project completion
- Establishes and maintains systems for monitoring and reporting progress on construction, site improvement, and remodeling projects for the purpose of providing information to the affected parties(E)
- Works with project architects, engineers and designers to coordinate construction and the general administration of construction contracts (E)
- Attends training programs, workshops, meetings etc. for the purpose of maintaining skills and ensuring compliance with district, local, state, and federal requirements
- Communicates routinely with the Director of Maintenance, Operations and Facilities to update him on project status
- Provides reports as needed to supervisors
- Performs other related duties as assigned (E) = Essential Function

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

KNOWLEDGE of building components and systems operations (i.e., fire/life safety, hardware, electrical, plumbing, roofing, structural and foundation, flooring, lighting, locks and keys and related records); terms, procedures, and equipment used in the design, construction, maintenance, and operations of school buildings and facilities; local and state zoning building codes; public agencies responsible for planning and development of the local geographic area. Understands basic relationships between federal, state, county, and city authorities; energy conservation and management methods; preparation and review of school building construction documents; blueprints; work order systems. computer software and office equipment; principles and practices of effective supervision; safety; security systems. proper English to communicate both orally and written form; building repair; proper maintenance of buildings and grounds.

SKILLS required include: analysis of building conditions and appropriate corrective measures, understanding change orders and their impact on construction and facility design, planning and budgets, using time effectively,. planning and coordinating; computer software for purposes of maintaining calendar and email communications, written communications, scheduling,

and spreadsheets.

ABILITY is required to analyze needs, develop response plans, identify materials, estimate time requirements and develop preliminary and projected costs; develop and utilize priorities and procedures and exercise mature judgment at all times, prepare written reports and make effective presentations to large groups; establish and maintain effective working relationships; meet deadlines. Organize, plan, and direct the work of subordinates if needed; analyze and interpret complex technical documentation. Communicate effectively in oral and written form; lead and direct others; remain available 24/7 for emergencies response including after working hours, weekends and holidays; meet the travel requirements of the position is required; and perform job safely.

Responsibility

- Embodies, promotes and communicates the school district's mission and core values in all endeavors and interactions.
- Understands and promotes the standards and policies of the school district.
- Respects, affirms, and protects the dignity and worth of each member of the community and exhibits moral and ethical behavior.
- Responsible for providing tactical and strategic oversight, management, and planning of all aspects of the daily physical operation and maintenance of the school's campuses and programs.
- Takes an active part in the full life of the school.
- Sets professional boundaries, collaborating with constituents within those boundaries.
- Manages deadlines and serves as point person and problem solver and Perform other tasks as required.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspection of data; some lifting; carrying, pushing, and/or pulling; some climbing and balancing; stooping, kneeling, and crouching; significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.

Experience Three years minimum of construction and/or facilities project management experience, preferably in school construction.

Education Bachelor's degree or combination of vocational education/training, certificates, and/or work experience of at least seven years in construction project management

Required Testing

Pre-Employment Drug Screening Pre-Employment Proficiency Test Pre-Placement Physical Exam

Continuing Ed. Training

None Specified

Certificates & Licenses

Valid California Driver's License

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FSLA Status

Non-Exempt

Approval Date

4/26/23

Salary Grade

Supervisory 44