

## SENIOR FACILITIES PROJECT MANAGER

### DEFINITION

Manages and coordinates the efforts of District staff and outside contractors and consultants in the planning, design process, fund application, Division of State Architect approval, implementation, construction progress review, and problem solving for school construction, modernization, or maintenance projects.

### TYPICAL DUTIES

Provides management and direction of architectural and design processes, including defining solutions to the more technically complex issues, to several project teams that:

- Develop, analyze, and direct school design and construction, or direct work pertaining to the planning, implementation, and project activities with other Facilities Services Division personnel, administrators, community representatives, and other involved participants.
- Manage and coordinate Board-approved projects and land acquisition activities and analyze the impact on major maintenance programs, equipment needs, project design, contract solicitation, and project inspection, and coordinate these activities with other District offices including Maintenance and Operations, Asset Management, Project Execution, Real Estate, Office of Environmental Health and Safety, and other related organizational units.
- Determine which projects require review or approval from the Board of Education, Division of State Architect, Office of Public School Construction, State Allocation Board, California Department of Education, or others.
- Prepare or coordinate applications for projects and submit project information for review and approval.
- Prepare and provide program strategies, project descriptions, definitions, and specifications for contract architects or other contractors and District architectural, engineering, or maintenance personnel.
- Gather and analyze data to prepare project budgets and maintain responsibility for fiscal Controls, grant and rebate funding mechanisms and cost management.
- Analyze and evaluate requests for specialized modernization or deferred maintenance projects and develop a master project plan that includes health and safety concerns, the effects of the interruption on the education process, and cost effectiveness.
- Prepare, review, and evaluate project schedules, scope, and budgets, and determine the action necessary to resolve problems and staffing.
- Supervise and participate in the use of data systems, data entry, and development of management reports related to District and Board approved projects, utilizing computerized reporting systems.
- Make presentations to governmental agencies to clarify and justify project fund requirements.
- Provide written and oral reports to higher-level administrators regarding project status relating to scope, schedule, and budgets.

Assigns staff and projects, supervises staff activities, and evaluates performance.

Plans, directs, reviews, and participates in training for staff and others affected by the services of the organization.

Assists in developing or reviewing personnel management policies and procedures within the organization and assures that personnel programs and transactions conform to regulations and District policies.

May provide constructability review of construction contract documents such as architectural, engineering, utility, and shop drawings and specifications.

May review change orders, requests for clarification, inspection reports, punch lists, non conformance reports, fire alarm systems, permits, establishes scope changes, DSA reviews, and determines any deficiencies in project design or construction.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Facilities Project Manager provides direction and oversees all activities of several assigned Facilities Project Managers, level I and II, and Assistant Project Managers, and assists in the administration of a Branch or Region.

A Facilities Project Manager II directs the activities concerning the study, planning, design, construction and/or modernization of several school facilities; coordinates related land acquisition and implementation with various State, District, and local personnel; and prepares project applications and secures project funds.

Branch or Regional Directors are the administrative heads of large, multi-section organizational units with multiple functions that usually are interrelated.

## SUPERVISION

A Senior Facilities Project Manager receives general direction from a higher-level administrator. General supervision is exercised over Facilities Project Managers II, Facilities Project Managers I, and other lower-level technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of organization, management, and supervision

District standards and legal provisions governing school construction, maintenance, budgeting, and finance

Engineering and architectural academic principles combined with practical field experience

Principles of budgetary planning and control

Local and State building codes and safety regulations, including Division of State Architect requirements for school facilities

Current practices, processes, and materials in the modernization and maintenance and repair field, including the construction, installation, and maintenance of school buildings and grounds

Planning, design, construction, and close out process of school construction projects

Fire alarm, public address, and intrusion security systems

Commissioning and sustainability requirements

Permitting process and utilities interface

Environmental soil remediation process

Contract process for job order and lump sum contracts

Construction claims and negotiation

Computer applications that provide analysis of data by using spreadsheets and database management

Administrative organization of the Los Angeles Unified School District

Basic District personnel rules, regulations, practices, and policies

Pertinent sections of District collective bargaining agreements  
Principles of training, employee evaluation, and employee relations  
Applicable concepts of progressive discipline  
Principles of school facilities planning as related to classroom instruction, traffic flow, economy of maintenance, growth, and adaptability of multi-functional usage  
General characteristics and relative costs of methods of construction, architectural features, and building and room designs suitable for school uses  
Geographic area of the District and general population and enrollment characteristics of areas within the District  
Characteristics and uses of methods of graphic presentation and cartography

Ability to:

Plan, coordinate, and provide leadership in technically complex activities involving many participants  
Resolve technically complex construction issues for Architects, Engineers, and/or other lower level Facilities Project Managers  
Analyze and interpret technical materials, such as architectural plans, building standards, project schedules, and budget data, accurately and effectively in written and oral communication  
Estimate material and labor costs  
Manage budgets within parameters established  
Collect, classify, analyze, interpret, and explain statistical and budgetary data  
Prepare clear, concise reports and make project-related recommendations  
Conduct meetings and make effective oral presentations  
Resolve conflicts and promote cooperation  
Supervise and train individual team members  
Allocate staff and projects appropriately  
Work effectively and with flexibility to accommodate shifting priorities

**ENTRANCE QUALIFICATIONS**

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, construction management, or a related field. Possession of a valid Certified Construction Manager (CCM) credential issued by the Construction Manager Certification Institute (CMCI) may be substituted for the required education.

Experience:

Six years of experience as a project manager in the planning, design, modernization, and construction of facilities, two of which may be at the level of an assistant project manager or higher. Experience with educational facilities is preferred.

Special Physical Requirement:

Ability to climb ladders, walk on roofs, and move safely in partially completed buildings and crawl spaces.

Special:

A Certificate of Registration and a valid license to practice as a professional architect or civil, structural, mechanical, or electrical engineer in the State of California is preferred.

A valid California Driver License.

Use of an automobile.

SPECIAL NOTE

1. Management class.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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VR

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