

FACILITIES PROJECT MANAGER I	1417
FACILITIES PROJECT MANAGER II	1415

## DEFINITION

Directs and participates in school construction, modernization, or deferred maintenance projects; directs the implementation of projects; and solves problems that impede project progress.

## TYPICAL DUTIES

Develops, analyzes, and directs school construction and modernization or deferred maintenance projects, or directs work pertaining to the planning, implementation, and monitoring of new or modernization construction projects, and coordinates project activities with other Facilities Services Division personnel, administrators, community representatives, and other involved participants.

Manages and coordinates Board-approved projects and land acquisition activities and analyzes the impact on major maintenance programs, equipment needs, project design, contract solicitation, and project inspection, and coordinates activities with District offices, including Maintenance and Operations, Real Estate, Environmental Health and Safety, and other related organizational units.

Determines 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, or others; prepares and/or coordinates applications for projects; and submits project information for review and approval.

Prepares and provides project descriptions, definitions, and specifications for contract architects or other contractors and District architectural, engineering, or maintenance personnel.

Gathers and analyzes data to prepare project budgets and maintains responsibility for fiscal controls and cost management.

Analyzes and evaluates requests for specialized modernization or deferred maintenance projects and develops a master project plan that includes health and safety concerns, the effects of the interruption on the educational process, and cost effectiveness.

Prepares, reviews, and evaluates project schedules, scope, and budgets, and determines the action necessary to resolve problems.

Supervises and participates in the use of data systems, data entry, and development of management reports related to District and State-approved projects, utilizing computerized reporting systems.

Makes presentations to governmental agencies and other agencies to clarify and justify project fund requirements.

Provides written and oral reports to higher-level administrators regarding project status relating to scope, schedule, and budgets.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Project Manager II directs the activities concerning the planning and construction of several school facilities and school modernization projects; supports and coordinates with Real Estate in land acquisition and implementation with various State, District, and local personnel; supervises staff, including Facilities Project Managers I; and prepares applications and secures funds.

A Facilities Project Manager I performs the same duties as a Facilities Project Manager II except that a Facilities Project Manager I manages less complex projects than those managed by a Facilities

## Project Manager II.

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

An Assistant Project Manager assists a Facilities Project Manager to plan, schedule, coordinate, develop, and apply standards for housing of schools and other units; or manage and coordinate school construction, modernization, or deferred maintenance projects.

## SUPERVISION

A Facilities Project Manager I or II receives general direction from a higher-level administrator. A Facilities Project Manager II exercises supervision over one or more construction managers and other personnel as assigned, exercises functional supervision over construction activities related to project implementation, and may exercise supervision over a Facilities Project Manager I. A Facilities Project Manager I exercises supervision over project personnel as assigned.

## CLASS QUALIFICATIONS

### 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 designs suitable for school uses

### Ability to:

- 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

## ENTRANCE QUALIFICATIONS

### Education and Experience:

#### Facilities Project Manager I:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, construction management, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

and

Four years of project management experience in the maintenance, planning, design, construction, modernization, or inspection of building facilities. Related experience with educational facilities is preferred.

Facilities Project Manager II:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, construction management, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

and

Six years of project management experience in the maintenance, planning, design, construction, modernization, or inspection of building facilities. Related experience with educational facilities is preferred.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

1. Exempt from FLSA
2. 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.

Revised  
05-02-19  
MHO