



## LOWELL JOINT SCHOOL DISTRICT

### PROJECT MANAGER

Classified Management Salary Schedule

#### **JOB SUMMARY:**

Under the direction of the Assistant Superintendent of Facilities and Operations plan, organize and direct technical and administrative support services in connection with school site improvements, modification of facilities and new construction projects; provide technical and administrative assistance in support of the facilities planning program; train, supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.*

- Plan, organize and direct facilities projects from inception through inspection for occupancy; collaborate with District departments to resolve issues and develop solutions; plan and coordinate timelines for project work with site administrators and program managers.
- Prepare and submit required forms to the Division of the State Architect; prepares and processes documents for various local agencies.
- Prepare public notices for request for proposals and bid advertisements; coordinates site visits and pre-bid conferences; assist with pre-qualification and post-bid requirements; assist with monitoring construction contract compliance.
- Maintain project records, incorporates applicable information into site files, records cost data, and provides such reports as required relating to facilities, construction and/or the State School Building Program.
- Participate with the Maintenance and Operations Department in the development of plans and programs of energy efficiency, site improvements, and compliance with federal, state and local mandates related to facilities; review developing plans and specifications.
- Collaborate with legal counsel to develop legal agreements and review lawsuits and claims involving contractors; communicate with insurance carriers regarding insurance claims, infrastructure restoration and replacement of damaged goods.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Serve as a technical resource to District personnel regarding assigned facilities projects and functions.
- Provide technical expertise, information and assistance to the Director regarding assigned functions;
- assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for assigned facilities projects; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Performs other related duties as assigned.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge of:**

Management of facilities projects; Structural, electrical, plumbing and mechanical regulations pertaining to school building construction.

State and federal laws, codes and regulations pertaining to the construction and modification of school facilities.

DSA regulations for construction, inspections and testing.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Oral and written communication skills;

**Ability to:**

Plan, organize and direct facilities projects from inception through inspection for occupancy. Prepare and submit required forms to the Division of the State Architect.  
Prepares public notices for request for proposals and bid advertisements.  
Collaborate with legal counsel to develop legal agreements and review lawsuits and claims. Supervise and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction. Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**Education/Training/Experience:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in construction, engineering or related field and five years increasingly responsible experience as a contractor, project manager or equivalent. Bachelor's degree is desired.

**Licenses/Certificates/Special Requirements:**

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Physical Demands:**

While performing the duties of this position, the employee is required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, and occasionally lift and move items weighing up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

**Work Environment:**

While performing the duties of this job, the employee will work indoor, outdoor, office shop and construction environment. The employee will work with noise from equipment operation. The employee will be on call.

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*