

## Sweetwater Union High School District

### PLANNING PROJECT MANAGER

#### Purpose Statement

The job of Planning Project Manager is done for the purpose/s of managing, planning, and organizing capital facility projects; serving as the planning and construction department representative in planning and developing facilities and new construction; ensuring that jobs are completed efficiently and within regulatory guidelines, budget and projected deadlines; supervising and evaluating the performance of assigned personnel. May act as Division of State Architect (DSA) Inspector on projects.

#### Essential Functions

- Performs a variety of administrative and professional duties related to the District's facilities planning and construction program; participates in the development of the District's Long Range Facilities Master Plan; assures compliance with applicable laws, codes, rules and regulations.
- Oversees facility planning design and construction projects; reviews architectural plans for conformance to functional facility relationships and growth possibilities; coordinates the involvement of district departments and school sites in the facilities planning, design and construction process.
- Plans and coordinates alteration, renovation, modernization and construction projects at district owned and leased sites including school facilities, portable classrooms, site work, site improvement, cell towers, tenant improvements, and support facilities; reviews and recommends contracts, leases and other agreements for district projects; manages consultants, oversees scope of work, and administers contracts.
- Attends and represents the district in a variety of meetings, conferences and governmental hearings related to assigned activities; serves as a liaison between district personnel and outside agencies regarding facilities planning and construction activities; confers with district staff, consultants and representatives of public agencies regarding planning requirements, schedules and issues; prepares and delivers oral presentations as requested.
- Prepares student enrollment projections to establish participation eligibility in the State School Facilities Program; and prepares analyses and facility needs in relation to annual and long-term facility plans.
- Participates in the identification and acquisition of funding sources for capital facility projects; assures funding application information and materials are obtained and filed in a timely manner in accordance with State Allocation Board and State Department of Education procedures.
- Participates in the site acquisition process; interprets and applies California Environmental Quality Act and State Department of Education guidelines.
- Reviews data related to educational housing and facilities planning and coordinates district needs and requirements; evaluates factual data for long-range facilities planning requirements; performs and interprets statistical calculations.
- Prepares Request for Proposal (RFP) and Request for Qualifications (RFQ) documents; analyzes the scope and cost of contractor and consultant proposals; reviews project plans and specifications prior to bids; utilizes the Critical Path Methods (CPM) to calculate project timelines and schedules; participates in the pre-qualification of contractors and consultants.
- Attends and conducts conferences, pre-bid walks and pre-construction meetings to explain and clarify construction and contract documents and district procedures; conducts site visits to review work in progress; monitors and follows-up on requests for information, change order requests, submittals, shop drawings, time extension requests, contractor progress schedules and claims; assures compliance with plans, contract provisions, building codes and regulations; reviews and makes recommendations regarding change orders, invoices, progress payments, time extensions and claims.

- Coordinates project closeouts to assure receipt of as-built drawings, requirements stated in district manuals, punch list completion, training and warranty stipulations and final Division of State Architect closeout; coordinates commissioning of facilities and handoff to site and maintenance staffs.
- Utilizes a variety of advisory data and information including budgets, architectural and construction plans and specifications, state and local general plans and zoning ordinances, federal and state environmental guidelines and boundary maps.
- Researches and maintains current knowledge of laws, codes, rules and regulations related to assigned activities; reviews and evaluates facilities planning and construction software applications and recommends new software of improvements.
- Provides technical expertise and information regarding assigned functions and participates in the formation of policies, procedures, programs and budgets.
- Prepares and directs the preparation and maintenance of a variety of reports, records, and files related to assigned activities; composes written and oral communications to convey information in accordance with district policies and procedures.
- Trains, supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, terminations and disciplinary actions.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- If certified as a DSA Inspector, provides inspection services on projects; completes required DSA forms and submittals; may also inspect projects not approved by DSA for conformance with contract documents.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry and statistics; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: code, demographics, CPSC guidelines; personnel processes; finance, accounting, and construction practices; pertinent codes, policies, regulations and/or laws; education code; and bonding capacity.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; use job-related equipment; and drive a vehicle to conduct work and visit sites. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing other persons within a department, large work unit, and/or across several small work units; and supervising the use of budgeted funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; bending, stooping, kneeling, crouching, and/or crawling; reaching and climbing on ladders and scaffolding; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job may be performed under temperature variations, and diverse weather conditions; non-standard working hours and some hazardous conditions.

**Education/Experience**

Any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, architecture, planning, construction management or business with emphasis in planning or a related field; and three years of experience with increasing levels of responsibilities in facilities planning, construction or a related field

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's licences & Evidence of insurability.

Licensure as an architect, engineer, general contractor, and DSA Inspector certification are desired.

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.*

***Management Job Description***

*Adopted by BOT 1/26/09*