

JOB TITLE	DEPARTMENT	REPORTS TO
Senior Project Manager	Facilities & Support Services	Assistant Superintendent for Facilities and Support Services

Position No: 74025	Length of Work Year: 12 Months
Salary Schedule: N25	Date Approved: 7/29/97
FSLA: Exempt	Date Revised: 7/18/06; 7/7/16

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree in Architecture, Building Construction, Engineering or Business Management with a minimum of five (5) years successful experience in the combined areas of facility planning, facility design, and construction management for large-scale institutional/commercial (non-residential) projects. Associates degree in building construction or related field and minimum of eight (8) years of successful experience in the combined areas of facility planning, facility design, and construction management for large scale institutional/commercial (non-residential) projects; or high school diploma or equivalent and minimum of fifteen (15) years of successful experience in the combined areas of facility planning, facility design, and construction management for large scale institutional/commercial (non-residential) projects. 2. Knowledge of federal, state, and local codes and regulations governing the planning and design of public facilities. 3. Considerable knowledge of the principles, practices and methods of large scale building design, construction, and project management techniques. 4. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing. 5. Proven ability to select, supervise, and evaluate professional, technical and clerical staff. 6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. 7. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To coordinate project planning for individual projects to determine scope of project and resources required. 2. To monitor project budgets of individual projects to ensure project costs remain within budget. 3. To identify issues potentially affecting programs during all phases of assigned projects through completion, acceptance and warranty termination. 4. To work collaboratively with school center staff to provide a safe environment and with other District personnel to provide effective resource components. 5. To supervise assigned personnel and ensure staff development. 6. To coordinate changes in program content, schedule, and costs and prepare reports documenting such changes. 7. To ensure timely resolution of construction problems and recommend approval of change orders. 8. To participate in commissioning and post-occupancy evaluations. 9. To assist in representing Executive Director at School Board meetings as assigned. 10. To assist in the preparation of the Facilities and Support Services budget. 11. To conduct required performance evaluations of all personnel under direct supervision and/or as assigned by the Executive Director. 12. To follow adopted policies and procedures in accordance with School Board priorities.

13. To conduct oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's beliefs.
14. To perform other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.