
Position:	Project Manager Construction and Engineering	FLSA:	Exempt
Department/Site:	Facility Services/Construction	Salary Grade:	40
Reports to/Evaluated by:	Director, Construction and Engineering	Salary Schedule:	Classified Management

SUMMARY

Assists the Director, Construction and Engineering with the coordination and supervision of the planning, engineering and architectural consultants responsible for the preparation of construction documents. Assists the Director, Construction and Engineering with the observation of construction activities to ensure compliance with the plans and specifications and assists the Director, Construction and Engineering and the Capital Projects Assistant II with the contract administration, processing of contractor payment applications, and preparing proposed change orders for review by the Director, Construction and Engineering. Prepares monthly status reports for projects, both in design and construction.

DISTINGUISHING CAREER FEATURES

Assists the Director, Construction and Engineering with the planning and coordination of the activities and operations of the Construction and Engineering Office within the Facility Services Department with an emphasis on the construction management and contract administration of projects under construction. Attends regularly scheduled jobsite meetings and makes periodic visits to project sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Composes contractual documents, architectural and construction change notices and other documents that support projects involving outside contractors, construction management firms, and design consultants and outside agencies.
- Maintains calendars of critical project dates and milestones, such as, but not limited to, those for inspections, walk through, contract compliance and payment, and mandated reports. Notifies staff and contractors of requirements and verifies compliance.
- Attends meetings with outside contractors, construction management firms and design consultants and outside agencies as assigned. Records, transcribes, and distributes meeting minutes as required, following up on issues raised during these meetings.
- Assists with setting up project budgets and preparing project time and cost schedules with District staff to comply with forecasted funds and matched funds from the State.
- Receives, verifies, and processes invoices and other financial transactions, verifying with others, completion of construction phases of capital projects within the required time frames and contractual arrangements.
- Prepares periodic reports of project performance containing information such as, but not limited to, work in progress cost analysis, documentation of cost variance and contractual changes.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of the operational characteristics, services and activities of a construction and engineering program and modern complex principles and practices of construction and engineering. Requires knowledge of the materials and methods used in the construction wood, steel, masonry and concrete buildings and drafting principles and methods. Requires knowledge of, and experience in, contract and contract change order negotiation and contract administration. Must be familiar with the Uniform Building Code, including public school building regulations, such as Title 24 and ADA requirements. Requires knowledge of District organization, operations, policies and objectives and pertinent Federal, State and Local laws, codes and regulations. Requires computer skills necessary for Constructware user status.

Abilities: Must be able to interpret and explain District construction and engineering policies and procedures. Must be able to prepare clear and concise reports. Requires the ability to read, understand and interpret plans, blueprints and specifications for building and grounds projects. Must be able to prepare cost estimates, write construction or equipment specifications and prepare bids. Requires the ability to inspect construction projects to detect deviations from plans and specifications. Requires the ability to represent the District while serving as liaison between contractors and District consultants.

Physical Abilities: Requires arm, hand, and finger dexterity to operate keyboard and other office equipment. Requires visual acuity to read words, blueprints, plans and schematics.

Education and Experience: A Bachelor's Degree from an accredited college or university, with major course work in engineering, architecture, industrial technology or a related field, is required, however, work experience may be substituted. A minimum of five (5) years of broad and extensive experience as a representative of an architectural, engineering or general contracting firm, providing construction management and contract administration, including a significant amount of on-site field experience for major public works projects, such as public schools, hospitals and government buildings is required.

Licenses and Certificates: Requires a valid California Driver's License.

Working Conditions: Work will be performed both indoors and outdoors at the Construction Services Office and various jobsites. Periodically will work outside with exposure to inclement weather and/or hazardous work conditions, as may exist on a construction site.