

Palm Springs Unified School District

PROJECT MANAGER (FACILITIES SERVICES)



JOB DESCRIPTION

Palm Springs Unified School District

PROJECT MANAGER – FACILITIES SERVICES

BASIC FUNCTION:

Under administrative direction, plans, organizes and manages the operations and activities of district construction projects; coordinates construction, reconstruction, alteration, relocation, and other capital outlay projects; trains and evaluates the performance of assigned personnel; performs highly technical, skilled construction, and planning functions.

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ESSENTIAL DUTIES:

Confer with district administrators regarding the building construction program and projected occupancy of facilities.

Serve as a liaison between district administrators, construction personnel and government offices and provide communication and feedback during the design, construction, and warranty phases of projects.

Coordinate construction, reconstruction, alteration, relocation and other capital outlay projects.

Prepare summary reports of the design process, scheduling and budgetary status.

Plan, organize, and manage the operations and activities of district construction projects.

Develop plan phases for projects, logistics plans and recommend amendments to plans to maximize the success of the project.

Direct consultants involved in facilitating completion of projects in a cost effective and timely manner.

Analyze and evaluate the scope and cost of contractor and consultant proposals.

Make recommendations regarding terms and conditions of contractor and consultant proposals.

Analyze contractor claims, requests, and schedules and provide recommendations and feedback.

Confer with technical consultants regarding architectural, structural, civil, electrical, mechanical, landscaping, and specification issues.

Oversee and coordinate teams of outside consultants including architects, engineers, inspectors, construction contractors and testing, Geotechnical and Hazmat personnel during the design and construction process.

Oversee and monitor project design consultants to assure timely completion of design documents.

Assist in the pre-qualification of contractors for construction and reconstruction projects.

Assure construction projects comply with applicable laws, codes, rules, and regulations.

Attend and conduct conferences, pre-bid walks, or pre-construction meetings with contractors to explain and clarify construction features, contract requirements and document submittal policies.

Coordinate construction team efforts to resolve issues regarding interpretation of contract documents, plans, and specifications and facilitate overall project implementation.

Review project plans and specifications prior to bids.

Provide guidance and direction to building inspectors.

Conduct site visits to inspect work in progress.

Participate in critical inspections during project construction to assure compliance with plans, specifications, contract provisions, and building codes and regulations.

Manage various contract budgets and schedules.

Ensure construction projects are completed to meet established district schedules in a cost-efficient manner.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable OSHA and NIOSH regulations, building codes, ordinances, life and safety and accessibility requirements, regulations, OSHA and other safety precautions;

State and local agency laws and regulations related to school construction requirements such as DSA, Division of Industrial Relations (DIR), Office of Public School Construction (OPSC) and California Department of Education (CDE),

and Department of Toxic and Substance Control (DTSC);

Uniform Building Code (UPC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, American Disabilities Act (ADA), and other related statues; California Public Contracts Code and the Education Code; processes of planning, design, and construction of renovation, remodel, and new capital construction projects; generally accepted construction principles and practices as related to public works and schools;

Methods, practices and supplies used in facility maintenance and construction; cost estimates and specifications;

General principles and practices of building construction;

Inspection methods applicable to school construction;

Management principles and techniques in the planning, design, and construction of public works projects;

Methods of purchasing and contract administration in a school environment;

Principles of contract law, public purchasing, budgeting, and accounting.

ABILITY TO:

Communicate effectively orally and in writing; conduct meetings;

Conduct pre-bid job site visits, preconstruction meetings and construction progress meetings;

Analyze and review construction documents such as architectural plans, bid documents and contracts;

Oversee building commissioning and close out phases in partnership with site maintenance personnel;

Oversee post occupancy review process for projects as assigned;

Resolve job site conflicts by establishing review processes and mechanisms early in the project to minimize delays in job progress and their potential impact on project budget;

Work independently and provide work direction to others;

Problem solve to analyze issues, create plans of action and reach solutions;

Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of vendors, contractors, administrators and staff;

Maintain consistent, punctual and regular attendance.

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SKILLS TO:

Plan, organize, and manage the operations and activities of district construction projects;

Monitor and manage construction and planning project schedules as assigned;

Assist in bidding, award and management of major construction contracts;

Review contractors' pay requests in terms of project schedules, schedule of values, work-in-place, and stored materials, and advise action as appropriate; review, develop and analyze complex computerized project schedules in a bar chart or computer generated format using the Critical Path Method (CPM);

Review cost proposals/field orders and change orders for accuracy in terms of scope of work, labor and materials, and rates and advise action as appropriate;

Monitor all aspects of construction projects to ensure completion of projects in accordance with plans and specifications and oversee schedule to monitor any potential impact on campus operations;

Oversee that construction work completed complies with current building codes, and other regulatory requirements.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Possession of baccalaureate degree from an accredited college or university with a major in business, construction planning, architecture, or a closely related field.
- Or, a minimum of ten (10) years of experience in architectural/engineering design, construction management, or facilities planning at a public agency or any combination of the work and college requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to perform inspections and read a variety of materials.

Sitting or standing for extended periods of time.

Walking during site inspections.

HAZARDS:

Hazardous chemicals.

Chemical fumes.

Required Testing

Certificates

Not Applicable

Valid Driver’s License and Evidence of Insurability

Continuing Education/Training

Clearances

None Specified

Criminal Justice Fingerprint/Background Clearance
TB Clearance

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board policy on Evaluation of Management/Confidential employees.

FLSA Status

Bargaining Unit

Salary Range

BOE Approval Date

Exempt

Management

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9-23-08

2-12-19 REVISED