



PERSONNEL COMMISSION

Class Code: 5190
Salary Range: 46 (M2)

FACILITIES PROJECT MANAGER - PLANNING

JOB SUMMARY

Under general direction, perform a variety of administrative and professional duties related to the District's facilities planning and construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; conduct a variety of analytical studies and prepare reports; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of administrative and professional duties related to the District's facilities planning and construction program; participate in the development of the District's long-range growth and capital improvement strategic master plans; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee facility planning and design contracts; review architectural plans for conformance to functional facility relationships and growth possibilities; coordinate the involvement of District departments in the facilities planning and design process. **E**
- Plan the renovation, modernization and construction of District facilities including schools, portable classrooms and other support facilities; review and recommend contracts, leases and other agreements for District facilities. **E**
- Manage consultants, oversee scope of work and administer contracts. **E**
- Serve as a liaison between District personnel and outside agencies regarding facilities planning activities; confer with District staff, consultants and representatives of public agencies regarding planning requirements, schedules and issues. **E**
- Prepare student enrollment projections to establish participation eligibility in the State School Facilities Program; prepare analyses and projections of student enrollment and facility needs in relation to annual and long-term facility plans. **E**
- Participate in the identification and acquisition of funding sources for modernization and construction projects. **E**
- Assure 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. **E**

- Participate in the site acquisition process; interpret and apply California Environmental Quality Act and State Department of Education guidelines. *E*
- Review data related to educational housing and facilities planning and coordinate District needs and requirements; evaluate factual data for long-range facilities planning requirements; perform and interpret statistical calculations. *E*
- Prepare Request for Proposals (RFP) and Request for Qualifications (RFQ); analyze the scope and cost of contractor and consultant proposals; review project plans and specifications prior to bids; participate in pre-bid walks and bid openings; utilize the Critical Path Method (CPM) to calculate project timelines and schedules. *E*
- Utilize 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. *E*
- Research and maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Provide technical expertise and information regarding assigned functions and participate in the formulation of policies, procedures and programs; provide advisement of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and direct the preparation and maintenance of a variety of reports, records and files related to assigned activities; compose written and oral communications to convey information in accordance with District policies and procedures. *E*
- Operate a computer and assigned software; review and evaluate facilities planning software applications and recommend new software or improvements; drive a vehicle to conduct work and visit sites. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend and represent the District in a variety of meetings, conferences and governmental hearings related to assigned activities; prepare and deliver oral presentations as requested. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An incumbent in the Facilities Project Manager – Planning classification integrates and oversees facility planning activities for the construction, modernization, use and improvements of new schools and existing District facilities to address instructional program needs. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning processes meet stated objectives in a timely manner. Incumbents apply a thorough knowledge of planning and design of school sites and other facilities as well as school business administration principles.

EMPLOYMENT STANDARDS

Knowledge of:

Procedures and practices used in the planning, design, construction, modernization and maintenance of school buildings and facilities.
School district organization, operations, policies and objectives.
Applicable Federal, State and local laws, codes, and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.
Facility programs such as the State School Facilities Program, Lease-Purchase Program and State Emergency Relocatable Program.
Site selection and acquisition procedures.
School facilities funding sources and funding application procedures.
Research techniques and procedures.
Record-keeping and report preparation techniques.
Principles and practices of supervision and training.
Operation of a computer and assigned software.
Public speaking techniques.
Interpersonal skills using tact, patience and courtesy.
Statistical computations.

Ability to:

Perform a variety of administrative and professional duties related to the District's facilities planning and construction program.
Develop long-range capital improvement strategic master plans including new construction, modernization and renovation plans.
Analyze, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Develop and analyze computerized project schedules utilizing the Critical Path Method.
Prepare a variety of comprehensive narrative and statistical reports.
Analyze situations accurately and adopt an effective course of action.
Supervise and evaluate the performance of assigned staff.
Prepare and deliver oral presentations.
Research alternate funding sources and assure funding applications procedures are followed.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Implement verbal and written direction.
Read and interpret plans and specifications.
Perform statistical computations.
Plan and organize work.
Operate a computer and assigned software.

Education and Training:

Bachelor's degree in planning, architecture or a related field. Licensure as an architect or engineer is desirable.

Experience:

Three years of professional experience in facilities planning. Experience in educational facility planning is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Office and construction site environment.

Driving a vehicle to conduct work.

Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials, blueprints and inspect District facilities and construction sites.

Sitting for extended periods of time.

Walking over rough and uneven surfaces.

Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/31/2007

Revised: 5/29/14