

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Building Systems Project Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
ISSUED:	April 27, 2010		

BASIC FUNCTION:

Perform a combination of project management and liaison duties for various simultaneous building systems projects at multiple sites to monitor the work of consultants and contractors; assist Building System Project Coordinators on building systems projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Monitor the performance of vendors, consultants, contractors, and system integrators to ensure conformity with contract documents and predefined project objectives including budget, schedule, and scope. **E**

Verify compliance with federal, state, local, and district standards and codes as applicable to specific building systems projects. **E**

Monitor and support the development and revisions to district standards for building systems. **E**

Participate in the development of project documents including scope, specifications, design guides, and schematics. **E**

Provide periodic reports to demonstrate progress of project and to clarify issues. **E**

Manage changes to building systems project scopes. **E**

Manage quality control, functional testing, and commissioning of engineering systems. **E**

Manage the collection and preservation of project documents including as-built drawings. **E**

Manage post-project warranty work and building systems service plans. **E**

Review and authorize approval of contractors work. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in engineering, technical or science field, and six years of progressively responsible experience in the implementation of building systems.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California drivers license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state and local codes for public building projects.
Computer applications including Word, Excel, and Project.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Monitor, and schedule the work of staff and consultants for system integration programs and modernization projects
Monitor large, and complex building systems related projects.
Operate standard office equipment including microcomputers and related software applications. Establish and maintain effective working relationships with others.
Communicate effectively orally and in writing.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Note: An incumbent in the job class of Building Systems Project Manager will be promoted to the next higher job class of Senior Building Systems Project Manager upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

Job Code 6600

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