

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Director, Construction Management Department	<b>REPORTS TO:</b>	Executive Director, Facilities Planning and Construction Division
<b>DEPARTMENT:</b>	Construction Management	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034
<b>REVISED:</b>	June 28, 2011		

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**BASIC FUNCTION:**

Plan, organize, control and direct construction management for the Facilities Planning and Construction Division; supervise and evaluate the performance of assigned staff.

**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***

Plan, organize, control and direct construction management for the Facilities Planning and Construction Division. ***E***

Provide general direction for construction management and project inspection staff in the Facilities Planning and Construction Division. ***E***

Advise and make recommendations to the Executive Director, Facilities Planning and Construction, on difficult technical and administrative problems associated with post award administration of construction contracts. ***E***

Develop overall procedures to deliver new school construction projects on schedule and within budget. ***E***

Participate in the development of reports for District managers, Board of Education, Independent Citizen's Oversight Committee and other government agencies. ***E***

Plan and direct the training of construction management and project inspection staff. ***E***

Coordinate the work of the department with other departments in Facilities Planning and Construction Division. ***E***

Act as the District's representative in meetings and negotiations with contractors. ***E***

Interact with outside, private and governmental agencies on issues related to construction contracts. ***E***

Implement appropriate personnel procedures for both consultant and District construction management staff that includes assigning staff, supervising staff activities, and evaluating staff performance. *E*

Make presentations to governmental agencies to clarify and justify projects and methods relating to new construction. *E*

Provide technical expertise, information and assistance to the Executive Director, Facilities Planning and Construction, regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Executive Director, Facilities Planning and Construction, of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Supervise and evaluate the performance of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a degree in engineering, architecture or related field and six years of progressively responsible construction management experience, preferably in a large public organization. K-12 construction experience is preferable.

**LICENSES AND OTHER REQUIREMENTS:**

Registration as a professional engineer or architect, or certification by the Division of the State Architect as a Class I Inspector, and/or certification as a CMCI Certified Construction Manager or equivalent.

Valid California Driver's License.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Planning, organization, and direction of construction management functions.

Principles and practices of organization, management, supervision, and training.

Methods, practices and procedures of facilities contracts.

Engineering theory and practices as related to the construction of major building structures.

District standards and legal provisions governing school building construction.

Local and State building codes and safety regulations.

Field and laboratory testing as mandated by local and state building codes and district requirements.

General characteristics and relative costs of methods of construction, architectural features, and building and room design suitable for school uses.

Principles of construction estimating and budget planning and control.

Principles of project costs controls and related software.

Principles of project scheduling.  
Interpersonal skill using tact, patience, and courtesy.  
Oral and written communication skills.

**ABILITY TO:**

Plan, organize, control, and direct complex activities related to post award administration of construction repair contracts.  
Review proposals and cause issuance of Notice to Proceed on Professional Services contracts.  
Read architectural plans and specifications.  
Estimate material and labor costs related to project budgets and construction methods.  
Prepare clear, concise reports and make recommendations.  
Conduct meetings and make effective oral presentations.  
Allocate staff appropriately.  
Work effectively and with flexibility to accommodate shifting priorities.  
Manage multiple priorities simultaneously.  
Supervise and train staff in uniform policies and procedures.  
Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.  
Manage budgets within parameters established.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain effective working relationships with others.  
Meet schedules and timelines.  
Analyze and interpret technical materials accurately and effectively in written and oral communication.  
Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and construction sites; driving a vehicle to conduct work.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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.

Job Code 1262  
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