

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Electrical Project Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning & Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	062 OTBS
ISSUED:	October 8, 2002		

BASIC FUNCTION:

Plan, design, coordinate, and supervise the construction and installation of electrical, electronic, and communication systems in existing and new district facilities

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. his 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

Study and make recommendations on the technical aspects of electrical, electronic, and communication systems used in Maintenance repair and construction program and capital outlay work accomplished by the district including modernization and technology upgrade for all district facilities. **E**

Work with commissioned architects and consulting engineers to formulate adequate electrical, electronic, and communication systems. **E**

Review drawings and specifications prepared by commissioned architects and engineers for conformance to district standards and accepted engineering practice. **E**

Develop, update, and monitor district electrical standards. **E**

Prepare detailed architectural and engineering designs, construction documents, and technical specifications. **E**

Use CADD (Computer Aided Drafting Design) hardware and software in addition to conventional hand drafting equipment and techniques. **E**

Review and approve shop drawings.

Supervise the installation and distribution of various electrical/electronic systems including lighting, telecommunication, computer network, program clock/signal, fire alarm, CCTV, intercom, security, public address, and stage dimming; evaluate electrical systems for compliance to state and federal regulations. **E**

Perform load and various other design calculations for electrical and electronic systems. **E**

Prepare cost estimates for budget preparation. **E**

Prepare budget information and act as program or project manager for various upgrade, retrofit, maintenance, or installation of electrical/electronic systems. **E**

Assist in the evaluation of proposed capital outlay projects. **E**

Work with facilities contracting to prepare bid packages and contracts for materials and services. **E**

Provide technical advice to the District Architect, Maintenance and Operations department, and others, as appropriate. **E**

Direct the work of others as assigned. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from an accredited four-year college or university with a major in engineering or closely related field and four years of recent, progressively responsible experience in Electrical Engineering and project management, preferably at a major educational facility.

LICENSES AND OTHER REQUIREMENTS:

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

A Professional Engineer license is desirable but not required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer systems and software, including CADD (Computer Aided Drafting Design) Software.

Technical aspects of field of specialty.

Applicable codes and techniques of energy management.

Reading and writing English communication skills.

ABILITY TO:

Use CADD (Computer Aided Drafting Design) software.

Design and inspect electrical distribution, teledata communication, CCTV, and various other signal and electronic systems as applicable to schools.

Develop, coordinate, and implement programs and/or projects.

Develop cost estimates and specifications.

Demonstrate good judgement with ability to make appropriate recommendations.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting.

PHYSICAL REQUIREMENTS:

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

Revised 3.18.04—PeopleSoft

Job Code 8008

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