

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Facilities Development Project Manager I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	047 OTBS
<b>REVISED:</b>	March 17, 2009		

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**BASIC FUNCTION:**

Perform project coordination and liaison duties of a less complex, and difficult nature for various architectural, construction and remodeling projects not requiring an architect's license and involving a narrower scope of assignments.

**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**

Provide project coordination and liaison duties for small projects including the planning, design, construction and warranty of construction/moving of portable classrooms, turfed fields and other landscape projects, remodels and renovations, roofing, and mechanical projects. **E**

Assist in the preparation of plans, specifications, calculations and cost estimates. **E**

May oversee preparation of construction related documents by other architectural unit staff, project consultants, manufacturing firms and/or other district personnel on a project basis.

Review or prepare preliminary design and working drawings for the less complex and difficult projects. **E**

Use CADD (computer aided drafting design) hardware and software and conventional drafting methods and equipment. **E**

Use other standard office equipment and microcomputer software applications. **E**

Review or prepare preliminary design and final drawings for assigned projects. **E**

Make structural and related calculations. **E**

Contact prospective consultants to obtain information and provide input for evaluation as projects are completed. **E**

Act as a district resource for consultants, contractors and others. **E**

Coordinate and attend meetings involving district staff, outside consultants, material and equipment manufacturers and other agencies involved with district facilities projects. **E**

Contact site administrators and staffs, parents and community groups involved with construction projects. **E**

Visit construction sites to observe work in progress, conduct site analysis and surveying, and monitor completion deadlines. **E**

Report construction related problems to district management staff. **E**

Resolve problems related to construction projects including equipment installation. **E**

Recommend appropriate construction methods, material and equipment. **E**

May contact curriculum staff or other district staff to obtain data for inclusion in drawings and specifications as required.

Review designs and working drawings for compliance with district standards, appropriate specifications and completeness. **E**

Prepare district guides and scoping documents used by district staff, outside consultants and contractors. **E**

Assist in the preparation of and may review initial cost estimates. **E**

Assist in monitoring budgets and related costs for assigned projects. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school, including or supplemented by courses in architectural drafting and four years of progressively responsible experience in architectural drafting.

**LICENSES AND OTHER REQUIREMENTS:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Architectural nomenclature, symbols, methods and practices.

CADD (computer aided drafting design) software.

Reading and writing English communication skills.

**ABILITY TO:**

Use drafting instruments and CADD (computer aided drafting design) software.

Make construction cost estimates, develop building material and equipment specifications, and define construction methods.

Lead the work of others on a project basis.

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 environments.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, 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 Facilities Development Project Manager I will be promoted to the next higher job class of Facilities Development Project Manager II 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.

Revised 3.30.04—PeopleSoft

Job Code 6652

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