

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Facilities Development Project Manager II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	051 OTBS
REVISED:	March 17, 2009		

BASIC FUNCTION:

Perform a combination of project coordination and liaison duties for architectural, construction and remodeling projects not requiring an architect's license; assist with large projects/programs as assigned.

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 the planning, design, construction and warranty of building projects, site development, and other various architectural/construction projects. **E**

Prepare plans, specifications, calculations and cost estimates and/or oversee preparation of construction related documents completed by other architectural unit staff, project consultants, manufacturing firms and/or other district personnel on a project basis. **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 working drawings for the more difficult and complex 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**

Contact curriculum staff to obtain data for inclusion in drawings and specifications. **E**

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

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

Prepare and/or review initial cost estimates and monitor budgets and related costs for assigned projects. **E**

May assist in the preparation of plans for correction and removal of fire and safety deficiencies.

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 five 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:

Advanced 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.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of district staff, outside consultants, other agencies, community groups, and the public.

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.

DISTINGUISHING CHARACTERISTICS

Facilities Development Project Manager II is distinguished from the higher level Facilities Development Project Manager III in that the II level is assigned less complex architectural, construction, and remodeling projects which may include new elementary school construction, while the III level is responsible for larger projects including the construction of a new middle school.

Note: An incumbent in the job class of Facilities Development Project Manager II will be promoted to the next higher job class of Facilities Development Project Manager III 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.

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