

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Facilities Development Project Manager III	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning & Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
REVISED:	March 17, 2009		

BASIC FUNCTION:

Perform a combination of project coordination and liaison duties for several simultaneous architectural, construction and remodeling projects and assist senior level architectural staff with major modification projects involving structural remodeling.

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 several simultaneous architectural, construction and remodeling projects and assist senior level architectural staff with major modification projects involving structural remodeling. **E**

Provide liaison between district and other architectural, engineering, and landscape firms and other individual consultants providing design services for construction and warranty of building projects, site development, and several other 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 by 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 several simultaneous complex building/remodeling projects; 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, material and equipment manufacturers and other agencies involved with district facilities projects. **E**

Contact site administrators and staff, 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 or resolve problems related to construction projects. **E**

Prepare, monitor, and control project estimates, budgets, and schedules as appropriate to the scope of the project. **E**

Review work products for compliance with district standards, regulations, and code compliance, contract compliance, quality assurance and appropriate functions. **E**

Monitor contractors work. **E**

Prepare correspondence, reports, and other documents. **E**

Participate in meetings to present information to a variety of audiences. **E**

May lead other architectural unit staff on a project or program basis.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in architecture or a civil or structural engineering degree and 6 years of progressively responsible experience in architecture. An architect's license is desirable for this job class.

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:

Applicable federal, state, and local codes for public building projects.

CADD (computer aided drafting design) software and computer applications including word, excel, and project.

Reading and writing English communication skills.

ABILITY TO:

Use CADD (computer aided drafting design) software and computer applications including word, excel, and project.

Direct large, complex, and politically sensitive construction projects.

Lead the work of assigned staff.

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, advisory 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 III is distinguished from the lower level Facilities Development Project Manager II in that the II level is assigned architectural, construction, and remodeling projects which do not require an architect's license to perform assigned duties; the Facilities Development Project Manager III is distinguished from the higher level Senior Facilities Development Project Manager in that the senior level requires an architect's license to perform assigned duties and is assigned highly complex architectural projects which may include new high school construction and multiple structural remodels.

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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