

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Lead Construction Manager	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Physical Plant Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	062 OTBS
<b>ISSUED:</b>	December 10, 2002		

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**BASIC FUNCTION:**

Oversee and assign work to construction managers and inspectors; facilitate resolution to difficult construction problems and conflicts in the field; collect, analyze, and report on construction project and program data.

**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**

Review the planned construction program and make recommendations for labor loading and phasing of work across the fiscal year. **E**

Review project assignments to the program, evaluate the workload of construction managers and inspectors, and assign projects appropriately. **E**

Monitor staff workloads and adjust as needed. **E**

Review work of construction managers and inspectors for quality control and adherence to internal procedures, California Public Contract Code, and various regulatory agencies. **E**

Visit construction sites and project meetings to monitor progress. **E**

Resolve conflicts between project stakeholders. **E**

Provide guidance and direction to staff as required. **E**

Provide schedule and budget management oversight. **E**

Respond to questions, concerns, and complaints from staff, site administration, and community. **E**

Collect and use program data to monitor and report on various program metrics. **E**

Use word processing, spreadsheet, database, scheduling, and presentation software applications to prepare correspondence, reports, schedules, presentations, and other documents. **E**

Provide continuous effort to improve operations, decrease turnaround times, streamline processes, and work cooperatively and jointly to provide quality, seamless customer service. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: graduation from college with a bachelor's degree in architecture, construction management, engineering, or related field and five years of progressively responsible experience in construction management involving multi-project or large-scale public works programs.

**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:**

State and local building codes, ordinances, and regulations.

Pertinent state safety regulations.

Methods of construction.

Inspection records and their practical application.

Building trade terminology.

Technical aspects of field of specialty.

Reading and writing English communication skills.

**ABILITY TO:**

Climb ladders, stairs, and scaffolding.

Resolve difficult construction problems in the field.

Collect, analyze, and report on construction project and program data.

Lead and direct the work of others.

Read and interpret building plans and specifications.

Operate standard office equipment including microcomputers and related software applications.

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 or outdoor settings

**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 4.2.04—PeopleSoft

Job Code 6587

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