

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Lead Planner/Estimator/Inspector	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OSS
ISSUED:	October 26, 2004		

BASIC FUNCTION:

Plan the work and provide direction to assigned Planner/Estimator/Inspectors in their duties involving maintenance, alterations, repairs, and capital outlay work; conduct required inspections to ensure conformance with plans and specifications.

REPRESENTATIVE DUTIES:

Lead and direct Planner/Estimator/Inspectors assigned within the Maintenance Planning Program. *E*

Provide guidance and training to staff in facility assessments, project planning and project development. *E*

Review Maintenance Planning Program and make recommendations for labor loading and phasing of projects. *E*

Evaluate and prioritize all in-coming work. *E*

Determine method of delivery (in-house vs. contract). *E*

Disseminate and coordinate all projects deliverable by contract. (Interface with other department programs.) *E*

Create schedules for PEI work and insure the completion of work per deadlines. *E*

Evaluate PEI workload and assign projects appropriately. *E*

Monitor staff workload and adjust as needed. *E*

Oversee contract/specification development. *E*

Review work of PEI for quality (define quality). *E*

Ensure adherence to District and program policies and procedures and building codes. *E*

Make recommendations regarding existing and proposed policies and procedures. *E*

Performs quality assurance, such as site visits with PEIs to review work. *E*

Meet with site administrators and provide information regarding proposed site funded projects. *E*

Analyze and suggest resolutions to resolve conflicts between project stakeholders. *E*

Provide project planning and implementation development schedule and budget over site. *E*

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

Prepare reports and metrics utilizing and interpreting program data. *E*

Make recommendations regarding proposed reporting and management utilities and methods. *E*

Assist in preparing reports with data, analysis, and recommendations to management on quality, responsiveness and cost effectiveness. *E*

Organize and lead special projects as required. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of recent, full-time, paid, progressively responsible experience planning and estimating projects involving maintenance, alterations, repair, and capital outlay work, and conducting required inspections to ensure conformance with plans and specifications, including leading and directing the work of others. Experience in the district's Planner/Estimator/Inspector job class would be considered qualifying. College degree or coursework in directing/leading and training personnel preferred.

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:

Pertinent safety regulations.

The relationships between building trades.

Applicable building codes.

State-of-the-art methods, equipment, materials, and practices used in construction and maintenance trades.

Automated management systems.

Oral and written communication skills.

Reading and writing English communication skills.

Basic arithmetic.

ABILITY TO:

Lead and direct the work of assigned staff.
Estimate material and labor costs.
Detect construction deviations such as inferior materials or workmanship.
Prepare shop drawings and specifications.
Read, understand, and interpret engineering drawings 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.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting; maintenance and construction sites; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to 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, reaching overhead, above the shoulders and horizontally, and climbing ladders, stairs, and scaffolding to make inspections; lifting light objects.

Issued 10/26/04

8158

BK