

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Project Management Supervisor	REPORTS TO:	Director, Project Management
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	054 AASD Supervisors'
REVISED:	June 28, 2011		

BASIC FUNCTION:

Supervise and schedule the work of staff, consultants, architects, and engineers for school building programs in the preparation of plans, specifications, and calculations for all design work to ensure compliance with district policies, school bond contracts, public contracting laws, and the California Building Code.

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

Supervise project management staff, professional services, consultants, and contractors to develop and implement school building and modernization projects within specified budgets and timelines minimizing the impact of construction on school operations. **E**

Coordinate multiple committees, communicate effectively with instructional leadership, conduct extensive product reviews, uses several procurement processes and conducts extensive feasibility studies to deliver school building and associated technical systems. **E**

Implement appropriate personnel procedures for both consultant and District professional staff including assigning and supervising staff activities and evaluation of staff performance. **E**

Advise and effectively communicate recommendations on difficult administrative and technical problems associated with pre/post-award administration of school building and associated technical facilities systems and contracts. **E**

Coordinate program and construction control processes (Primavera P6, Contract Manager 12) and managed quality control and commissioning activities for large-scale school building and associated engineering systems for new school building and modernization projects. **E**

Develop job descriptions, research and recommend salaries for consultants. Interview and recommend prospective employees and consultants for hiring and handle personnel issues as they arise. **E**

Set performance objectives for District staff and consultants. **E**

Supervise staff to develop and manage the scope and budget of school building projects; research, write and submit projects for Board of Education approval. **E**

Supervise staff to manage the planning, design, bidding, and construction of school facilities projects. **E**

Develop policies and procedures for managing school construction projects. **E**

Coordinate application for funding opportunities and required engineering criteria with City, County, State, and Federal agencies. **E**

Plan, organize staff, and coordinate the development of contracts and schedule. **E**

Review and evaluate requests from administrators, contractors, architects, or engineers for change in project scope/contract documents. **E**

Oversee the maintenance of a system of periodic design and construction progress reporting. **E**

Oversee and approve all changes or departures from approved plans and specifications. **E**

Manage the coordination and development of plans for multiple contractual procurement processes (RFQ/RFP, CMAS, IDIQ), meet regulatory requirements and respond to legal challenges as they relate to the implementation of school building and associated engineering systems in new schools and modernization projects. **E**

Represent the District in negotiations regarding changes to public contracts with architects, engineers, and contractors. **E**

Represent the District during disputes with architects, engineers, and contractors and make recommendations on entitlement. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in architecture, engineering, or related field and eight years of progressively responsible experience in architecture or engineering with an emphasis on building construction. California architectural license or professional engineer registration is desirable.

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.

Computer Aided Drafting Design (CADD) software and computer applications including Word, Excel, and Project.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Supervise, coordinate, monitor, and schedule the work of staff and consultants for school building programs and modernization projects

Develop and implement large and complex school building and modernization projects.

Direct large, complex, and politically sensitive construction projects/programs.
Supervise the work of assigned staff.
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.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings.

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, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6588

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