

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| TITLE: | Senior Building Systems Project Manager | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Facilities Planning and Construction | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 062 OTBS |
| ISSUED: | April 27, 2010 | | |

BASIC FUNCTION:

Perform a combination of highly complex project management and liaison duties for various simultaneous complex building systems projects/programs; assist Building System Project Coordinators on building systems projects.

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 are intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide liaison between district and outside architectural and engineering firms and other individual consultants providing design services for building systems projects. **E**

Coordinate the planning, program administration, design, construction, warranty, and commissioning of building systems projects/programs. **E**

Assist supervisory staff with other large and complex building systems projects. **E**

Coordinate development of building systems or engineering project designs, construction documents, and specifications. **E**

Prepare, monitor, and control project estimates, budgets and schedules. **E**

Monitor progress of building systems projects/programs. **E**

Ensure building systems project/program deadlines are met. **E**

Administer building systems contracts, review proposals, negotiate project/program scope and cost, resolve disputes and participate in finalizing contracts for board of education approval. **E**

Provide building systems project information to design consultants for regulations, and ensure projects are in compliance with federal, state, local and district standards, and codes as applicable. **E**

Monitor contractors work; prepare correspondence reports and other documents. **E**

Lead Building Systems Project Managers on a project/program basis. **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 engineering, technical or science field, and seven years of progressively responsible experience in the implementation of building systems.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California drivers 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 applications including Word, Excel, and Project.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Coordinate, monitor, and schedule the work of staff and consultants for system integration programs and modernization projects.
Direct large and highly complex building systems related projects/programs.
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.

Note: An incumbent in the job class of Senior Building Systems Project Manager will be promoted to the next higher job class of Building Systems Project Coordinator 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.

Job Code 6601

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