

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Facilities Development Project Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	062 OTBS
REVISED:	February 4, 2010		

BASIC FUNCTION:

Serve as senior project coordinator for complex school construction projects/programs and structural remodeling projects/programs to accomplish assigned tasks.

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 liaison between district and outside architectural, engineering and landscape firms and other individual consultants providing design services for bond-funded new construction and structural remodeling for the district. **E**

Coordinate the planning, program administration, design, construction, warranty, and commissioning of building projects/programs which could include new schools and other district facilities. **E**

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

Prepare architectural designs, construction documents and specifications using CADD (Computer Aided Drafting Design) hardware and software and conventional manual drafting methods and equipment. **E**

Use other standard office equipment and microcomputer software applications. **E**

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

Monitor progress of architectural projects/programs. **E**

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

Administer design and construction contracts, review proposals, negotiate project/program scope and cost, resolve disputes and finalize contracts for board of education approval. **E**

Provide construction/remodeling information to design consultants, reviews work products for compliance with district standards, regulations, and code compliance, contract compliance, quality assurance and appropriate function. **E**

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

Participate in meetings to present information to advisory groups and committees. **E**

Lead other architectural unit staff on a project/program basis. **E**

Assist in expediting projects/programs through the office of the state architect. **E**

May appear as a district witness in court proceedings as required.

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 seven years of progressively responsible experience in architecture or engineering with an emphasis on building construction.

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 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:

Develop and implement large and complex architectural projects.

Direct large, complex and politically sensitive construction projects/programs.

Lead 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.

DISTINGUISHING CHARACTERISTICS

Senior Facilities Development Project Manager is distinguished from the lower level Facilities Development Project Manager III in that the senior level can be 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 III may be promoted to the next higher job class of Senior Facilities Development Project Manager 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.

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.

Revised 3.31.03

Job Code 6560

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