



## SENIOR PROJECT MANAGER - FACILITIES

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### Position Summary

Under general direction, provide expertise and leadership over District projects including capital planning and bond funded projects; manage all phases of the project including planning, pre-design, design, construction and post occupancy; communicate with internal and external stakeholders regarding status of projects and programs. Assure compliance with land use development applications, coordinate requirements for building permits, monitor work of architect, consultants and contractors to verify compliance with project schedules, develop and control project budgets, provide coordination between contractors and District staff.

Has accountability for managing projects to be completed on time and within budget.

### Supervisory Relationship

This position reports to Capital Improvement Program Manager within the Facilities Department.

### Essential Functions

1. Develops project goals, scope, budgets and schedules.
2. Develops solicitation process for selection of all project consultants including Request for Proposals (RFPs), solicitations, interviews, reference checks and draft contracts as required
3. Consults and collaborates with consultants, architects and contractors regarding routine and/or unusual project issues to develop options.
4. Integrates and monitors short and long-term goals and objectives.
5. Develops and oversees operational metrics and project benchmarks including project scope, quality, schedule and budget.
6. Prepares, administers and controls budgets and contracts relating to assigned projects or activities; recommends approval of invoices, contractor payment applications.
7. Reconciles expenditures against budgets; prepares necessary documentation for review and approval.
8. Provides accurate and timely project financial forecasts and reports project progress to department administration.
9. Conducts solicitations and bid analyses, develops scopes of work, manages vendor selection in accordance with local, state and federal laws and District policy. Ensures that all contractors and vendors comply with all contract provisions.
10. Monitors projects throughout all phases; coordinates the review of project designs and specifications; identifies and reports potential issues and follows up as necessary.
11. Develops and maintains detailed, clear, complete and accessible project files.
12. Develops reports, memoranda, letters and other documents regarding projects' status and issues for internal and external distribution; works with District staff, consultants, architects and contractors regarding project status, timelines, deadlines, issues of concern; records and documents interactions, project activities, findings, progress and results.

13. Leads and/or participates on project related task forces, community meetings, advisory committees and similar District-related stakeholder partnerships as they relate to construction and maintenance projects.
14. Develops information for formal presentations before staff, community groups, advisory bodies, the School Board and other District stakeholders. Attends, participates in and represents the District at conferences, in-service trainings and meetings.
15. Participates in the development of District design and construction guidelines, educational specifications and development of future bond capital bond programs.
16. Manages the development, design and construction of District projects with budgets ranging from \$5,000 to multimillion dollars to complete them on schedule, within budget and approved scope.
17. Assures compliance with all applicable Federal, State, Local and District codes, ordinances and guidelines.
18. Provides project management leadership over a high-performance team of staff, architects, engineers, specialized consultants and construction contractors to develop and control successful project delivery.
19. Maintains regular and prompt attendance.
20. Assumes other duties as assigned.

### **Required Knowledge, Skills and Abilities**

#### **Knowledge of:**

1. Project Management software applications.
2. Federal, State and local laws, processes and procedures governing public agency construction projects.
3. Laws governing public purchasing and contracting including public agency budgeting, contracts and bidding requirements.
4. Techniques and principles of high-quality customer service.
5. Oral and written communication techniques.
6. Best practices, principles, tools and techniques of project management.
7. Information technology and computer capabilities applicable to functional responsibilities including Microsoft Office suite.
8. Public and/or educational facility design and construction.
9. Land use, zoning, building codes, fire and life safety regulations, local permitting and inspection requirements.
10. Multiple strategies for contracting construction projects.

#### **Skills in:**

1. Complex research and problem solving.
2. Coordinating and collaborating with a wide variety of stakeholders including the general public, administrators, jurisdictional officials, architects, engineers, construction contractors and District personnel.
3. Providing clear written documentation of all project decisions.
4. Effective written and verbal communication.
5. Reviewing and understanding technical documents such as blueprints, plans and specifications, addenda, requests for information, change orders and contract amendments.
6. Efficient use of office equipment, technologies and computer applications for communication and project tracking.
7. Record keeping, budgeting, tracking and contract administration.

8. Managing multiple contracts and/or projects simultaneously.

**Minimum Qualifications**

- Possess, at a minimum, a bachelor’s degree preferably in architecture, civil engineering, mechanical engineering or construction management.
- Considerable project management experience with at least twelve years in project management work.
- A combination of education and experience will be considered.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	Professional - MAPS
<b>Pay Grade</b>	Grade 10 – 12 Month
<b>Developed by</b>	Ryan Spain, Director of Facilities Management
<b>Approved by</b>	Karen Hardin, Director of Human Resources
<b>Last revised</b>	November 10, 2020