

## **Project Manager**

### **Purpose Statement**

The job of Project Manager is done for the purpose/s of coordinating improvement projects related to new construction, modernization, emergency management, or technology services that may be related to existing sites, classrooms, and other support activities; plans, coordinates, and monitors organization projects; and performs a wide variety of project planning, project tracking, project follow up and project reporting for multiple facilities construction, modernization, emergency management and technology projects.

This job reports to Director, Support Operation Services.

### **Essential Functions**

Assists in the preparation of bid documents, prepares budgets, monitors expenditures and project tracking reports, process change orders, payment requests (e.g. monitors purchase orders, construction budgets and contracts, deferred maintenance plans, etc.) for the purpose of tracking of all accounts for projects from design to close out.

Assists with OPSC, CDE and DSA application and submittals, processes required forms for eligibility, funding and continues to monitor projects through the process and close out audits for the purpose of meeting compliance driven documentation.

Collaborates with other departments, staff, contractors, construction managers, construction inspectors, testing labs, and architects in coordination and distribution of project information for the purpose of successful execution of projects.

Coordinates, monitors and facilitates organizational wide operation plans, such as Emergency Operations Plan, Technological Implementations, etc. for the purpose of organizational needs.

Facilitates project meetings and workshops, etc. (e.g. community agencies; regulatory and/or public agencies such as DSA; internal staff, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a County Office representative.

Inspects new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently; specifications are within established guidelines; and approving inspection reports and payment requests.

Monitors, coordinates, and tracks organization construction, modernization, and technology project budgets and contracts for compliance for the purpose of organizing projects.

Participates in meetings, workshops and seminars (e.g. Board meetings, pre-bid, pre-construction, regulatory and/or public agencies, etc.) and keeps immediate supervisor informed of the status of all construction projects for the purpose of conveying and/or gathering information required to perform functions.

Prepares a wide variety of written materials (e.g. organizational operational plans and objectives; input to policy development, prepare board related documentation and posting requirements, etc.) for the purpose of documenting activities, providing written reference, monitoring projects through the process and close out audits and/or conveying information.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; reading and interpreting construction specification, architectural drawings, diagrams, and schematics. Proficient with computers, spreadsheets, word processing programs; planning and organizing construction projects; project management, data collection analytical methods, and procedures. Report writing and recordkeeping techniques.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, principles and techniques pertaining to California State School Facilities Program; standard business practices, planning, organization, and operation of public works projects, current applicable laws, regulations, codes, policies and procedures, including those relating to building standards and requirements for public schools; strategies and techniques for program organization, management, planning and evaluation, and interpersonal skills for conflict resolution and team building practices. General construction and contracting practices, methods, materials, tools, and terminology used in the building trades.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Community college and/or vocational school certification with study in job-related area.

**Equivalency:** CASH Maintenance Manager Certification Program (CMMCP) or CASH Facility Leadership Academy graduate or other applicable certification.

### **Required Testing:**

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

### **FLSA Status**

Exempt

### **Approval Date**

7/7/2022

### **Salary Grade**

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