

## STOCKTON UNIFIED SCHOOL DISTRICT

### CONSTRUCTION PROJECTS MANAGER

#### DEFINITION

This position will work as part of the facilities construction team to coordinate and oversee the safe, fiscally sound construction of new schools; bond-related school improvement construction projects, and other deferred maintenance work as required.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Facilities and Planning, and exercises supervision over technical and support staff as assigned.

#### EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Directs the planning and development of construction projects to ensure that design requirements meet District needs.

Develops and provides background for recommendations of short and long-range master facilities plans.

Attends and provides expertise and leadership in meetings with community members, architects, general contractors, construction firms and school administrators.

Assists in the technical development of bid specifications and evaluation of bids by contractors.

Coordinates and meets with state and local agencies involved in the environmental, architectural and construction planning processes.

Meets and confers with community/staff members to solicit input in project planning, and provide information in response to concerns once projects are in progress.

Prepares reports for the Board of Trustees regarding projects recommendations and provides updates on the progress of construction projects.

Participate in meetings and serves as liaison among District administrators, construction inspectors, architects and contractors, planning and construction agencies to ensure compliance with plans, construction codes and project completion timelines, and budgeted appropriations.

Evaluates contractor requests for change orders, makes decisions regarding construction problems and resolves conflicts.

Acts as state approved project inspector for selected types of work as required.

Supervises support staff.

Perform related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

- Government regulations and codes related to facility construction
- Construction industry procedures and practices
- General management functions of planning and organization
- School district organization and operations
- Problem analysis and report writing techniques; data organization and presentation
- Oral and written communication skills

Ability to:

- Demonstrate leadership, coordination and technical expertise in managing construction projects
- Analyze problems and make decisions
- Develop data sources, analyze information, and project facilities needs
- Develop and meet schedules and timelines
- Communicate effectively, both in writing and orally
- Select, train, supervise and evaluate assigned support staff
- Maintain records and prepare reports
- Perform the duties of a state approved project inspector for selected types of work as required

Physical Demands and Working Conditions:

Field construction-site and office environments; significant exposure to noise, dust, fumes and temperature; working, bending, stooping, and climbing; visual acuity to inspect work; and understand and communicate information.

Education and Experience:

Any combination of education, training and experience equivalent to:

- Bachelor of Arts degree in engineering, architecture or construction management
- Five (5) years of progressively responsible construction management experience
- Two (2) years of experience in construction of school facilities is desirable

License or Certificates:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- This position may be required to become certified by the Division of the State Architect as a Class 3 Inspector within one (1) year of employment

Salary Placement:

Range 20

Management Team

12-month work year