

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION PROJECT MANAGER I

BASIC FUNCTION:

Under the direction of the Director-Construction, plan, organize and monitor the activities and operations of the Construction Department; coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects; train and supervise the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Construction Project Manager I is the entry-level classification in the series. Incumbents are assigned construction management projects including additions, modernizations and new schools. The Construction Project Manager II class is responsible for more complex construction management projects for schools and related facilities. The Construction Project Manager III is the advanced classification in the series. Incumbents are assigned additional complex construction management projects at all levels.

ESSENTIAL FUNCTIONS:

Plan, organize and monitor the activities and operations of assigned construction projects; assure construction projects comply with established rules and regulations, construction project drawings and project specifications.

Coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects; review plans, inspect construction projects, conduct investigations and provide recommendations concerning planning, design, construction, order changes, design modifications and contract administration as appropriate; assure District officials are notified of project status.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Director regarding construction activities; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to engineering and construction issues, assigned activities and personnel.

Communicate with administrators, construction personnel, government officials and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; serve as a liaison between administrators and construction personnel; confer with government officials and provide consultation to assure compliance with rules and regulations concerning financing, planning and construction of school facilities.

Oversee and approve payments to contractors or outside organizations according to established guidelines and procedures.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; prepare and perform oral presentations concerning proposed and ongoing construction program activities for public groups and government officials as required.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning and organization of construction projects and activities.
- Methods, materials, tools and terminology used in construction.
- Cost estimates and specifications.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, ordinances, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize and monitor the activities and operations of the Construction Department.
- Coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects.
- Train and supervise the performance of assigned personnel.
- Interpret construction specifications, architectural drawings, diagrams and schematics.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain comprehensive reports.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- Move hands and fingers to operate a computer keyboard.
- See to read a variety of materials.

Climb ladders to inspect construction sites.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: college-level course work in architecture, engineering, construction or related field and six years experience in construction work performing technical duties.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor work environment.

Driving a vehicle to conduct work.