

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Project Manager, Facilities Design and Construction	CLASSIFICATION:	Non-Represented Management Classified
SERIES:	Manager III	FLSA:	Exempt
JOB CLASS CODE:	9903	WORK YEAR:	12 Months
DEPARTMENT:	Planning and Construction	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	08-11-97
		BOARD APPROVAL : CABINET APPROVAL:	07-27-98, 06-23-09, 9-5-24 -24
		HR APPROVAL:	6-15-10, 8-19-24

BASIC FUNCTION:

Plan, organize, and manage the work in planning, design, and construction of assigned projects including but not limited to, new school buildings and facilities, and the alteration, relocation, deferred maintenance, and repair of existing buildings and structures; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Coordinate major construction, renovation projects of school facilities with architects and contractors represent the assigned project to district management ~~over~~ course of the contract.

Conduct preliminary construction concepts, and provide preliminary cost estimates for all capital improvement projects. E

Maintain project controls and recovery strategies in relation to budget, schedule, completion, and effects on the educational environment. E

Provide expert level documentation and archiving of all assigned work. E

Provide engineering design, analyses, and calculations, and develop construction specifications for all capital improvement projects. E

Evaluate and approve changes in scope of the project. E

Provide technical expertise, information, and assistance to assigned supervisor regarding ~~assignments~~ unusual trends, or problems, and recommend appropriate corrective ~~action~~.

Perform various construction duties including contract administration, dispute resolution, and change order processing. E

Monitor, inspect, consult, and advise on ~~construction~~ site activities; assure construction projects comply with established rules and regulations, construction project drawings, and project specifications; assure timely completion of projects; resolve issues and ~~conflicts~~.

Maintain liaison with regulatory agencies at State and local levels, as necessary, to ensure compliance with all design and building codes.

Lead and work with school improvement initiatives that close student achievement gaps between ethnic, and economic groups by working with all of the diverse communities.

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.

Communicate and collaborate with other administrators, district personnel, outside organizations, and contractorsto coordinate activities and programs, resolve issues, conflicts, and exchange information; model district standards of ethics and professionalis.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary plan, coordinate, and arrange for appropriate training of assigned staff.

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

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