

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION¹

JCN: 353
RANGE: 165
EXEMPT

PROJECT MANAGER – FACILITIES & OPERATIONS

BASIC FUNCTION:

Under the direction of the Executive Director, Facilities & Operations, plan, supervise and coordinate the planning, design and preparation of construction documents for the Office of the Fresno County Superintendent of Schools (“FCSS”) construction projects; represent the FCSS during the construction process; observe construction activities to ensure compliance with plans and specifications; administer contracts; process contractor payment applications and negotiate change orders.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Approve requests for progress payments from contractors and architects.
- Assist consultants in plan checking, value engineering, inspections and project closeout on new buildings and facilities, and the modification, addition and relocation of existing buildings and structures.
- Assist in the design and preparation of drawings for in-house projects; prepare cost, time, and labor estimates; contribute to the preparation of plans and bids for construction and remodel projects; prepare contracts for labor and material.
- Assist Executive Director with all aspects of facility project management, including but not limited to, planning and developing a schedule, assembling a project team, managing workloads throughout the project's life cycle and managing risk and the budget.
- Assist in defining facility project outcomes; addressing various needs, concerns and expectations of others; setting up, maintaining and carrying out communications; managing others; creating project deliverables and balancing competing project constraints.
- Assure funding application information and materials are obtained and filed in a timely manner in accordance with State Allocation Board and State Department of Education procedures.
- Attend and provide expertise in meetings with architects and school administrators involving planning issues for the on-going and new projects; meet with regulatory agencies on state and local level as necessary; ensure compliance with applicable laws, codes, rules, and regulations.
- Communicate with site staff, administrators, contractors, and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve construction issues and concerns such as unforeseen site conditions and contract discrepancies.
- Conduct site visits to inspect work in progress; provide for proper inspection of projects; manage project schedule; prepare and conduct pre-construction coordination meetings to ensure timely completion of projects and compliance with plans, contract provisions and building codes and regulations.
- Coordinate the organization, and operational activities for construction projects including inspection services for major construction projects, planning, and design for small construction and remodel projects; meet with staff to identify and resolve problems; assign work activities and project responsibilities; monitor project progress; review and evaluate work products, methods, and procedures.
- Efficiently plan, estimate, and manage the design and construction of assigned school facilities projects with school staff, architects, and contractors to provide timely delivery of

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high-quality services to sites and departments; represent the assigned project over the course of the contract.

- Manage construction consultants, oversee scope of work; monitor progress and costs; evaluate change orders; take corrective action as necessary to support construction projects.
- Manage necessary databases relative to facility planning; prepare and direct the preparation and maintenance of a variety of reports, records and files related to assigned activities; compose written and oral communications to convey information in accordance with FCSS's policies and procedures.
- Oversee facility planning and design contracts; review architectural plans for conformance with project objectives; coordinate the involvement of FCSS departments in the facilities planning and design process.
- Perform a variety of administrative and professional duties related to the FCSS's facilities planning and construction program.
- Prepare Request for Proposals (RFP) and Request for Qualifications (RFQ); analyze the scope and cost of contractor and consultant proposals; review project plans and specifications prior to bids; participate in pre-bid walks and bid openings.
- Provide technical expertise and information regarding assigned functions and participate in the formulation of policies, procedures and programs; provide advisement of unusual trends or problems and recommend appropriate corrective action.
- Review and approve final plans and bid documents.
- Review and generate bid documents and coordinate the bidding of projects and approve final plans and bid documents; prepare and conduct pre-bid job walk and pre-construction meetings.
- Serve as a liaison between FCSS personnel and outside agencies regarding facilities planning activities.
- Supervise the services of inspectors, contractors, architects, engineers, and testing labs; provide clear work direction to ensure project completion in a timely manner.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events; prepare and deliver oral presentations as needed.
- Comply with schedules, policies regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic organization systems including electronic and hardcopy filing, time management and prioritization.
- California Building Code, including public school building regulations for the handicapped.
- California Environmental Quality Act.
- California Department of Industrial Relations.
- Health and safety regulations.
- Methods, materials and equipment used in the installation, maintenance and repair of telecommunications equipment and related systems.
- Methods, procedures, and terminology related to facilities construction, operation, maintenance and repair.
- Policies and procedures related to bidding and purchasing.
- Preparation, review, and control of assigned budgets.
- Principles of contract negotiation and management.
- Record-keeping techniques.
- Procedures and practices used in planning, design, construction, modernization and maintenance of buildings and facilities.
- State Department of Education, State Allocation Board/Office of Public School Construction, and Division of the State Architect guidelines.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Access construction sites to supervise or inspect construction operations as needed.
- Coordinate activities with outside vendors and agencies to ensure smooth county office operations.
- Develop master plans, including new construction, modernization, and renovation plans.
- Maintain records and prepare clear, complete and concise reports and comprehensive narratives.
- Manage multiple assignments with high level organizational skills and attention to detail.
- Enforces building codes and regulations relating to school building construction.
- Perform professional and highly complex facility work involved in operating, inspecting, maintaining, refurbishing and constructing of buildings.
- Prepare and deliver oral presentations.
- Prepare cost estimates, write construction or equipment specifications and prepare bids.
- Prepare, review and control assigned budgets.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor’s degree in Construction Management, Architecture, Engineering, or related field preferred.

EXPERIENCE:

- Three years increasingly responsible experience in school planning, design and construction, construction management, or a related field.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at the time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Indoor and outdoor environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 03/01/2024