

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION¹

JCN: 199
RANGE: 165
EXEMPT

DISTRICT PROJECT CONSULTANT – FACILITIES AND OPERATIONS

BASIC FUNCTION:

Under the direction of the Executive Director, Facilities & Operations, perform high level facility assessments and make recommendations regarding Local Education Agencies (LEAs) facility programs to LEAs throughout Fresno County and the State of California; consult with LEA leadership teams to assess their facility needs; prepare site plans and facility inventories; prepare rough order-of-magnitude project budgets based on site assessments; develop recommendations for LEAs to further planning for safety, maintenance, and capital projects; provide technical assistance to LEAs based on their unique facility needs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in the scoping of LEA projects; prepare cost, time, and labor estimates.
- Assist LEAs in defining facility project outcomes, addressing various needs, concerns and expectations of others; setting up, maintaining and carrying out communications; creating project deliverables and balancing competing project constraints.
- Assist LEAs in generating and reviewing various facility-related documents including but not limited to bid documents, Request for Proposal (RFPs), Request for Qualifications (RFQs), and contracts for services.
- Assist LEAs in understanding roles of the various agencies and contractors typically involved in school facility projects including but not limited to California Department of Education (CDE), Office of Public School Construction (OPSC), Division of the State Architect (DSA), architects, inspectors, testing laboratories, general contractors, funding consultants, California Environmental Quality Act (CEQA) consultants, bond advisors, and bond counsel.
- Assist LEAs in working with various state agencies to further LEA facility projects and programs including but not limited to the CDE, OPSC, and DSA.
- Assist LEAs 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.
- Communicate with LEA site staff, administrators, contractors, and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve facility issues and concerns.
- Conduct site visits to gather information and understand LEA facility needs from LEA leadership; inspect school sites for safety and maintenance needs; assist and train LEA staff in preparation and use of the Facility Inspection Tool (FIT).
- 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 the Office of the Fresno County Superintendent of Schools' (FCSS) policies and procedures.
- Prepare RFPs and RFQs; analyze the scope and cost of contractor and consultant proposals; review project plans and specifications prior to bids.
- Provide technical expertise and information regarding assigned functions and assist LEAs in the formulation of policies, procedures and programs; provide advisement of unusual trends or problems and recommend appropriate corrective action.

¹Unrepresented

- Serve as a liaison between FCSS personnel and outside agencies regarding facilities planning activities and assistance to LEAs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- 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 is required within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Building Code, including public school building regulations for the handicapped.
- California Department of Industrial Relations.
- California Environmental Quality Act (CEQA).
- Computer-aided design software.
- Construction cost estimating techniques.
- Health and safety regulations.
- Laws, regulations, policies and procedures related to bidding and purchasing.
- Methods, procedures, and terminology related to facilities construction, operation, maintenance and repair.
- Organization systems including electronic and hardcopy filing, time management and prioritization.
- Principles of contract negotiation and management.
- 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:

- Develop facility 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.
- Operate standard office equipment including computers and assigned software.
- Perform professional and highly complex facility work involved in school facility planning.
- Prepare and deliver oral presentations.
- Prepare cost estimates.
- Prepare timely and accurate written reports.
- 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.
- 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 (EXAMPLE STANDARDS):**

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

LICENSURE 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 may be required at 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.
- 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 twenty-five (25) pounds.

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: 09/29/2025