



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 83-2022/23
 DOCUMENT NO. 60-2022/23
 DATED: 06/21/23

FACILITIES PROJECTS MANAGER

DEPARTMENT/SITE: Facilities Planning & Construction Management REPORTS TO: Director of Facilities Planning & Construction Management	SALARY SCHEDULE: Classified Supervisory SALARY RANGE: 13 WORK CALENDAR: 261 Days FLSA: Exempt
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PURPOSE STATEMENT:
 Under the general direction of the Director of Facilities Planning & Construction Management. The Facilities Projects Manager supports the educational process with specific responsibility for managing site selection and acquisition; planning and design of school facilities projects; overseeing architect selection and predesign processes for construction projects; acquiring the necessary funding to support district facility modifications; complying with applicable state and federal laws, codes and regulations; and performs related duties as assigned. The incumbent in this classification provides the school community with quality services in facility planning and construction which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Communicates with District administration, staff, project architects, engineers and general contractors related to the initial program development, final program development, and planning.
- Develops and updates educational specifications and district standards, policies and procedures, and project scopes for providing data relevant to the approval, acquisition, planning and design of school facilities.
- Ensures project compliance with all applicable codes and regulations such as California Environmental Quality Act (CEQA) and compliance with the oversight/review of California Department of Education (CDE), Department of Toxic Substance Control (DTSC), and Division of State Architect (DSA).
- Implements, oversees, and participates in the initial design process for all construction projects.
- Oversees the completion of small projects in coordination with maintenance staff and/or contractor.
- Participates in meetings, workshops, seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (agendas, meeting minutes, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to facilities projects.
- Presents to a variety of groups (e.g. Board, subcommittees, funding agencies, community groups, etc.) for providing information, making recommendations and/or ensuring compliance with established guidelines.
- Researches a variety of information for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to inquiries (e.g. staff, architects, contractors, inspectors, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.

MUSD BOARD APPROVED:
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- Reviews county and municipal development plans for the purpose of identifying school sites in accordance with regulatory requirements.
- Serves as a liaison between the departments/school sites and architects/contractors for facilitating communication.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Tools, materials and standard practices relating to general maintenance and construction
- Building codes, trades, policies, regulations, and laws
- Cost estimating and automated project scheduling
- Maintenance and operations terminology
- Methods and procedures of operating electronic computers and peripheral equipment
- District organization, operation policies and objectives, District Labor Compliance Program and prevailing wage law

Skills and Abilities to:

- Read, interpret, apply and prepare plans and specifications for all phases of construction and building maintenance
- Understand and utilize technical information, parts lists and operations manuals to plan and assist in scheduling projects
- Complete detailed work from general assignments
- Communicate effectively both orally and in writing with diverse groups and individuals
- Establish and maintain cooperative and effective working relationships with others, including crafts foremen, Site and District Administrators, and non- District personnel from professional agencies
- Work with blueprints, shop drawing and sketches
- Operate a computer and utilize computer programs in the planning and the construction field
- Plan and schedule projects to meet deadlines and schedules
- Adapt to changing work environment and/or priorities
- Write complete and concise specifications to accompany plans for contract jobs
- Schedule a significant number of activities, meeting and/or events
- Independently work with others in a wide variety of circumstances
- Be attentive to details, meeting deadlines and schedules
- Work with frequent interruptions and time constraints

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor of Arts or Bachelor of Science degree from a nationally accredited college or university, with an emphasis in business, public administration, construction management, or a closely related field.

EXPERIENCE REQUIRED:

Three (3) years of extensive project management experience in the building design and construction industry preferably with K-12 school system experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to various district sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed both in an office and outside, subject to extreme temperatures
- Requires significant walking and standing, and some sitting
- Occasional lifting, carrying, pushing, and/or pulling objects
- Some stooping, kneeling, crouching, and/or crawling
- Significant manual finger dexterity
- Dexterity of hands and fingers to operate tools and equipment, a computer keyboard, and paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen and to perform detailed work in the field