

# DAVIS JOINT UNIFIED SCHOOL DISTRICT

## ***JOB DESCRIPTION***

**Position Title:** Manager I: Facilities Projects

Under the general direction of the Executive Director of Capital Operations, plan, organize, control, and manage the work in planning, design, and construction of new school buildings and facilities, and the alteration, relocation and repair of existing buildings and structures; supervise and evaluate the performance of assigned staff.

### **Representative Duties:**

1. Coordinates major construction, renovation projects of school facilities with architects and contractors, and bond-funded priority projects/modernization at school sites; represent the assigned project to district management over the course of the contract.
2. Conducts preliminary construction programming, and provides preliminary cost estimates for all capital improvement projects.
3. Provides oversight of project architects, engineers, and other consultants.
4. Prepares consultant contracts and ensures contract compliance.
5. Coordinates engineering design, analyses, and calculations, and develops construction specifications for all capital improvement projects.
6. Evaluates and makes recommendations for changes in scope of the project.
7. Provides technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action.
8. Performs various construction duties including contract administration, dispute resolution, and change order processing.
9. Monitors, inspects, consults, and advises on construction site activities; assures construction projects comply with established rules and regulations, construction project drawings, and project specifications; assures timely completion of projects; resolve issues and conflicts.
10. Serves as a liaison between the District and regulatory agencies at State and local levels, as necessary, to ensure compliance with all design and building codes.
11. Serves as a liaison between Project staff and District staff, Site administrators, school site staff, and the community.
12. Assists with the preparation of the annual budgets; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.
13. Communicates and collaborates with other administrators, district personnel, outside organizations, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism.
14. Directs 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.
15. Supervises, evaluates, and holds accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.

16. Perform related duties as assigned.

Demonstrated Knowledge Of:

- Construction management methods.
- Architectural methods and techniques.
- Research methods and report writing techniques.
- Laws, rules, and regulations related to assigned activities.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

Ability To:

- Coordinate major construction projects.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.
- Lead and work with school improvement initiatives that close student achievement gaps.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Read and interpret blueprints.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

Education Required:

Any combination equivalent to: associate's degree with course work in facilities management or related field and increasingly responsible custodial experience, including five years in an oversight, coordination or supervisory capacity.

Experience Required:

Credentials/Authorizations/Licenses Required:

Valid California driver's license.

Working Conditions

*Sample Environment:*

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

*Sample Physical Abilities:*

Sitting or standing for extended periods of time, walking over rough or uneven surfaces to monitor work projects, hearing and speaking to exchange information, and vision to observe and monitor work needs and work in progress and upon completion.