



Sequoia Union High School District

Job Description

JOB TITLE:	Assistant Project Manager
ADMINISTRATIVE RELATIONSHIP:	This Position reports to the Chief Construction Manager
CLASSIFICATION:	Classified
REQUIREMENTS	<p>Minimum Degrees/Credentials/Experience Required for Position</p> <ul style="list-style-type: none">▪ Good working knowledge of principles, practices, and methods of bidding related to contracting for construction services in a public agency.▪ Previous administrative experience including office management▪ Previous experience working on contracts and basic understanding of construction terminology and practices.▪ Experience in establishing and maintaining an effective working relationship with those contacted in the course of work.▪ MS applications and computer skills
SALARY SCHEDULE:	Classified Salary Schedule / 16.5
WORK - YEAR / HOURS:	12 Months
LOCATION:	Various
BOARD APPROVAL:	February 4, 2004

BRIEF DESCRIPTION OF POSITION

The Assistant Construction Manager manages and coordinates the overall administrative operations of the Construction Department to ensure continuity and support of the District's Construction Department's projects and personnel. This position reports to Chief Construction Manager and supports Construction Program Managers, Bond Project Coordinator and State Inspectors

DUTIES AND RESPONSIBILITIES

These are some of, but not limited to, the following significant duties:

- Manages and coordinates all general administrative duties including meetings, correspondence, payroll, vacation schedules, project files, mail, etc.
- Generates purchase orders and contractor payments for construction projects.
- Maintains Bid Schedule and Project Lists.
- Prepares all necessary information and backgrounds for the Board Meetings.
- Coordinates and participates in the Bond Oversight Committee meetings to including logistics, agenda, minutes and web site maintenance.
- Handles escalations or complaints and directs to appropriate personnel for action as necessary.
- Coordinates the legal ad process as required by public contract code.
- Manages the administrative process associated with the Construction Management projects to include legal ads, purchase orders, sub-contractor payments, change order tracking, budget tracking, trade contracts, notice proceeds, completion notices, insurances and various other contractor required reports and document handling.

- Single point of contact for vendors, contractors, architects, builder exchanges, trade unions and the public on construction issues, questions and concerns. Responds and/or directs as appropriate to construction personnel for action.
- Coordinates and compiles all the information necessary for the informal bidding process to include scope of work, general conditions, notice to proceed, agreements, insurance and bond requirements.
- Coordinates all aspects of the pre-qualification process.
- Obtains all necessary insurance for construction projects.
- Compiles all the information needed for CEQA (California Environmental Quality Act) as required by the state on construction projects and files it with the County of San Mateo.
- Responds to all correspondence from State Labor Commissioner and trade unions regarding projects.
- Coordinates the "Service Agreement" process between DES and the District.
- Supports three state inspectors with research, records, critical documents, RFI, Submittals, drawing and specification as needed. Maintains semi-monthly reports, verified reports and testing/inspection reports as provided by the inspector.

DESIRED SKILLS:

- Ability to use sound judgment and initiative
- Ability to work with no supervision
- Effective communication and interpersonal skills
- Strong leadership and organizational abilities
- Ability to multi-task and prioritize work.