



Sequoia Union High School District

Job Description

JOB TITLE:	Project Manager
ADMINISTRATIVE RELATIONSHIP:	This position reports to the Assistant Superintendent, Administrative Services
CLASSIFICATION:	Classified
REQUIREMENTS	<p>Minimum Degrees/Credentials/Experience Required for Position</p> <ul style="list-style-type: none"> ▪ 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:	Range IX (9) - Management Salary Schedule
WORK - YEAR / HOURS:	12 months
LOCATION:	District
BOARD APPROVAL:	February 1, 2012

BRIEF DESCRIPTION OF POSITION

The Project Manager, under the direct supervision of the Director of Maintenance, Operations, and Construction, plans, manages, and coordinates District modernization and new construction projects. The Project Manger will be involved in all phases of a project from the planning/programming phase through project close-out and certification. Responsible for administrative operations relative to District construction and modernization projects

DUTIES AND RESPONSIBILITIES

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

- Plans, organizes and supervises the development of programs and the work of staff contractors for the renovation, expansion and construction of District facilities
- Interaction with architectural team, school site committee and contractor to establish consensus on key issues related to the final completion of a project, inclusive of design schedule and budget
- Works with architects, serves a liaison among the District and those governmental agencies involved in school facilities and construction including the Division of the State Architect, Department of Education, the Office of Public School Construction, the city fire department and state fire marshal
- Directs the development of specifications for school facilities, beginning with programming and continuing until facilities are finally accepted

- Directs the inspection and approval of construction work
- Manages and coordinates all general administrative duties including meetings, correspondence, certified payroll, project files, etc.
- Generates purchase orders and reviews and approves payment application
- 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 scopes of work, general conditions, and notice to proceeds, agreements, and insurance and bond requirements
- Coordinates all aspects of the pre-qualification process of contractors
- 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
- Environmental Issues involving State agencies and consultants
- Responds to all correspondence from State Labor Commissioner and trade unions regarding projects
- Coordinates the “Service Agreement” process between Architects 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
- Project Closeout / DSA Closeout
- Electronic Files

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