

## **MANAGER, FACILITIES PROJECTS**

### **DEFINITION**

Under general direction, provides advanced technical management of a variety of complex facility construction, alteration, renovation, and repair projects on existing District-wide facilities; performs architectural-engineering studies including space management and facilities or furnishings planning and implementation; acts as liaison for inspection and contract administration for the design, construction, alteration, renovation, repair, special event and regulatory agency projects; manages all project elements including: project resources, schedule, budget and scope; serves as liaison for contractors and stakeholders.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Facilities Planning & Management. May provide technical and functional direction to professional, support, and contracted staff on a project basis.

### **CLASS CHARACTERISTICS**

This is an experienced-level project management classification that oversees the operation and activities for existing District facilities related to the development, implementation, contracting, and inspection of designated, renovation, and regulatory agency projects. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Facilities Planning & Management in a variety of areas. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other departments and outside agencies. This class is distinguished from the Manager, Construction Projects in that the latter has project management responsibility for the District's bond funded, new facility construction projects. This class is further distinguished from the Senior Manager, Construction Projects in that the latter has project management responsibility for the largest and most complex District-wide bond funded, new facility construction projects.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Assumes project management responsibility for designated construction, renovation, special event, and regulatory agency projects for the District's existing facilities and structures.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Confers with District departments regarding budget requests for facility maintenance and improvement projects and space needs.
- Gathers and analyzes data and information affecting departmental space and facility needs; and conducts studies concerning suitability of existing and proposed buildings.
- Manages and administers building modification or construction contracts for District buildings and facilities from project definitions and requests for proposals through construction phase and warranty period.
- Coordinates design teams, implementation teams, contractors, engineers, estimators and inspectors; may provide direction and supervision to others in completion of assignments.
- Confers with District departments in developing project requirements, drawings and preliminary cost estimates for projects to be used in establishing guidelines for contract architects and engineers.

- Consults with architects, civil, structural, mechanical and electrical engineers, as required, to coordinate the preparation of plans and specifications for new buildings and miscellaneous construction projects for construction and bidding purposes.
- Coordinates plan review by applicable building officials for building permits and coordinates with outside agencies, utilities, and others for ancillary needs for facility development.
- Coordinates approvals of materials and shop drawings; reviews and recommends change orders and progress payments on construction projects; maintains project administration files.
- Inspects or reviews construction projects in progress and upon completion to ensure that new construction and alteration work complies with plans, specifications and codes.
- Reviews and checks progress reports and permit applications submitted by contractors for accuracy.
- Develops and implements hazardous material programs and related removal activities; organizes and directs deferred maintenance and air quality management functions; provide technical support for Southern California Edison and fire inspection projects.
- Prepares a variety of written correspondence, including cost estimates, project budgets and operational correspondence; prepares or coordinates special research studies and comprehensive reports related to District buildings and facilities.
- Represents the department in meetings with elected officials, governmental or private sector organizations, and citizens groups.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of construction management and other types of programs and services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and the work direction of staff and contractors.
- Americans with Disabilities Act (ADA) Compliance guidelines.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Knowledge of modern construction practices and methods, as well as, public contracting law.
- Principles and practices of building design, construction, facilities operations, and real property management from concept to completion.
- Principles and practices of contract administration and construction project management.
- Principles and practices of project budget development, administration, and financial analysis.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs.

- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills & Abilities to:**

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Planning and organizing building design and construction programs.
- Analyzing construction problems, evaluating alternatives, and making sound recommendations.
- Defining projects, preparing requests for proposals, evaluating proposals and negotiating terms, and managing and administering contracts after award.
- Plan, organize, direct, and coordinate the work of assigned project personnel.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in construction management, facilities planning, engineering, construction technology, business or public administration, or a closely related field, and five (5) years of progressively responsible experience in construction project management which has included managing the construction and design of progressively complex projects. Additional experience at the level described above may be substituted for the required education on a year-for-year basis.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office, partially a field classification, and standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees partly work in an office environment and partly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.