



Fremont Unified School District
Classified Job Description

Senior Project Manager

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

The Senior Project Manager reports directly to the Director of Facilities or designee to plan, organize and supervise activities for design and construction of school facilities and rehabilitation projects. The Senior Project Manager acts as a liaison between the District, school site administrators, parents and staff, architects and contractors to assure authorized projects are accomplished in accordance with approved policies and procedures; interprets, enforces and assists in the development of policies, methods and procedures relating to school construction and rehabilitation activities; ensures that projects stay within budget, conform to established schedules, and project modifications are carried out without delay.

Essential Functions:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Depending on the assignment, duties may include but are not limited to the following:

- Simultaneously manages multiple projects. Manages general contractors, multiple construction management consultants, architects and DSA project inspectors on multiple construction projects
- Works with the public, private contractors, special interest groups, governmental funding and regulatory agencies, school site administrators, staff and other school district interest groups
- Provides the Director of Facilities, District Senior Administrators and Managers, the FUSD Board of Education and the interested public with regular reports on project status
- Participates in all preconstruction activities; oversees all site moves required to accommodate construction activities
- Prepares and monitors project and operating budgets, including support for obtaining funding
- Prepares construction cost reports, progress schedules and cost analysis; assists in estimating cost for new construction and major building improvements
- Oversees repairs, renovations and special projects assigned to maintenance staff
- Coordinates HAZMAT abatement construction activities with District HAZMAT consultant
- Assists in development and monitoring of demographic data, facilities inventory, and capacity reports
- Reviews designs, plans, estimates, specifications, and submittals for general conformance with district standard and contract documents
- Reviews and updates the district general conditions, bid documents, and other Division O specifications
- Develops and updates facilities educational specifications and material standards
- Prepares and updates contract agreements to ensure they are current and pertinent for varied types of projects
- Monitors construction progress, costs, and schedules; reviews requests for information, submittals, progress payments, and change orders
- Assists with the preparation of responses to and defenses of construction claims and litigation
- Prepares punch lists and coordinates their satisfactory completion
- Assists in presentations as needed to the school sites to inform them of the purposes, practices and progress of the projects and to respond to relevant questions and complaints
- Ensures timely DSA closeout of projects

Qualifications:

Successful Experience in:

- Public capital project construction
- Technical aspects of architectural, civil, mechanical, electrical, structural and geotechnical engineering design and specifications
- Budget preparation and administration
- Legal requirements for District projects; regulations and regulatory agencies and commissions affecting planning, zoning, design and construction
- Negotiating techniques; principles and practices of technical operations of project management principles

Ability to:

- Monitor, review and revise schedules and budgets
- Use AutoCAD Management (BIM) and project management software (desired)
- Maintain client contractor relationships
- Plan, organize and direct the work of professional staff
- Deal tactfully and effectively with government officials
- Prepare clear, concise and comprehensive technical reports and business correspondence
- Communicate effectively, including effective presentations to clients and the community
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals

Education:

Any combination of education, training and/or experience equivalent to Bachelor's degree in Engineering, Architecture, Construction Management or other related field.

Experience:

Three to five years of experience in building construction work, preferably with emphasis in school or public projects, and at least three years of which are in a supervisory capacity; technical experience in building construction work with management or supervisory experience may be considered in determining college equivalency.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor and outdoor working environment, seasonal heat and cold and adverse weather conditions. Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment. Vision to inspect job sites, read, prepare, and proofread drawings, diagrams, schematics, and related documents and view computer monitors; communicate to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough or uneven surfaces at construction sites and during inspections. Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies. Working in and around hard-hat construction sites. Working around moving parts and equipment and construction vehicles and equipment.

Non-Discrimination in Employment:

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

FLSA Status

Exempt

Approval Date

N: 3/18

Salary Range

15