

PROJECT MANAGER - MAJOR MAINTENANCE/MINOR CAPITAL

Purpose Statement

The job of Project Manager - Major Maintenance/Minor Capital was established for the purpose/s of planning, organizing, assigning, reviewing, supervising and directing the minor capital and major maintenance construction to all school district building systems; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; preparing and managing budgets; and ensuring optimal utilization of personnel and other resources.

This job reports to Executive Director of Facilities & Technology

Essential Functions

- Collaborates with various internal and external parties (e.g. Major Maintenance Manager and Manager of Facilities Planning and Construction, engineers, architects, government agencies, service technicians, administrative personnel, school communities and parents, etc.) for the purpose of supporting them in the achievement of department, program and district goals.
- Communicates with various internal and external parties (e.g. department personnel and other district staff, school communities, outside organizations, etc.) for the purpose of fostering and representing a positive teamwork attitude, resolving issues and conflicts, and receiving and presenting information to provide efficient facilities operation services and activities.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Develops long and short range construction plans/programs for the purpose of ensuring that District resources are effectively utilized.
- Direct internal and external personnel (e.g. contracted services, professional services, district facilities personnel and construction projects, etc.) for the purpose of ensuring conformance with Federal, State and insurance regulations and developing a program of safety on a District wide basis.
- Facilitates meetings that may frequently involve a range of issues (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a district representative.
- Implements and manages assigned programs and/or projects and related financial activity (e.g. new construction systems, repair work, fund balances, etc.) for the purpose of conforming to administrative, state and/or federal requirements.
- Inspects and/or reviews new construction, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently; identifying and resolving project deficiencies; ensuring cleanliness and safety of project; compliance with blueprint and/or product specifications; specifications for major capital improvements are within local/state/federal regulations; and approving inspection reports and payment requests.
- Monitors a variety of assigned programs and related financial activity (e.g. approving facilities operations expenditures, negotiating vendor discounts, ensuring product specifications, resolving warranty issues, managing contractor services, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of often complex materials (e.g. business and facilities operations plans, letters, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, providing written reference and/or conveying information in accordance with district, state and federal regulations.
- Presents information on construction projects related to supervisory responsibilities (e.g. financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others and implementing actions.

- Researches information for a variety of sources (e.g. reviewing relevant policies, current practices, staffing requirements, financial resources, etc.) for the purpose of providing information and/or recommendations, and/or addressing a variety of program requirements.
- Responds to emergency situations for the purpose of addressing immediate health and safety concerns.
- Supervises department personnel (e.g. evaluating, hiring, termination; planning, scheduling, and coordinating activities; training, advising, and consulting, etc.) for the purpose of maximizing the efficiency of the work force and meeting department and district objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing effective working relationships; administering personnel policies and procedures; adhering to safety practices; utilizing cell phones, pagers and other communications devices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; preventive maintenance procedures; operational characteristics of a variety of maintenance equipment and systems; pertinent Federal, State, and local laws, codes, and regulations; principles of budget preparation and control; principles of supervision, training, and performance evaluation; principles, theory, and standard practices of mechanical, technical, and building trades; and contract and personnel management.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; preparing clear and concise reports; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; interpret and apply the policies, procedures, laws, and regulations pertaining to facilities, sites, building systems and functions; and facilitating communication between persons with frequently divergent positions. Demonstrated ability to effectively manage and communicate change, build consensus, establish and maintain cooperative working relationships, gain confidence and cooperation from school district staff and the community.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Asbestos Building Inspector/Management Planner within 6 months of hire

Certified Playground Safety Inspector within 12 months of hire

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Computerized Facilities, Management and Control

Systems Training

Asbestos training (annually)

Playground inspector recertification courses

Clearances

Criminal Justice Fingerprint/Background Clearance

MVR (Motor Vehicle Record) Clearance

FLSA Status

Exempt

Approval Date

3/14/2008

Salary Grade

Exempt 83X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____