

**TITLE: FACILITIES PROJECT MANAGER**

**JOB GOAL:** Under the supervision of the Director of Facilities, the Facilities Project Manager manages, creates, plans and organizes capital facility projects; serves as the department representative in planning, developing and modernizing/restoring facilities; ensures that jobs are completed efficiently and within regulatory guidelines, budget, and projected deadlines; supervises and evaluates the performance of assigned personnel. The Facilities Project Manager fosters operational systems that support effective schools.

**QUALIFICATIONS**

Knowledge of

1. Auto CAD, GIS mapping/analytics software and Asset Tracking.
2. Correct English usage, spelling, grammar, punctuation, algebra, geometry and statistics.
3. California school building construction process.
4. Modern office methods, terminology and procedures.
5. State laws and district rules and regulations pertaining to school facilities accounting and record keeping requirements and standards.
6. Uniform Building Code, Title 24 and Americans with Disabilities Act specifications and regulations regarding design structure.
7. Building code, demographics and Consumer Products Safety Commission (CPSC) guidelines.
8. Personnel processes; finance, accounting and construction practices; pertinent codes and policies.
9. Purchasing, regulations and/or laws; education code; and bonding capacity.

Ability to

1. Be a productive team member and provide counsel to colleagues.
2. Schedule a number of activities, meetings and/or events; often gather, collate and/or classify data.
3. Work and communicate with a diversity of individuals and/or groups.
4. Use job-related equipment and drive a vehicle to conduct work and visit sites.
5. Work with others in a variety of circumstances and in a flexible manner.
6. Analyze data utilizing defined but different processes and operate equipment using standardized methods.
7. Review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; analyze situations to define issues and draw conclusions.

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Ability to (continued)

8. Analyze issues and create/organize action plans through problem solving which often requires independent interpretation of guidelines.
9. Meet deadlines and schedules while dealing with frequent interruptions and changing priorities.
10. Maintain confidentiality and facilitate communication between persons with frequently divergent positions.
11. Effectively work in the absence of immediate supervision.

Training and Experience

1. Any combination equivalent to a bachelor's degree from an accredited college or university with major course work in engineering, architecture, planning, construction management or business with emphasis in planning or a related field desired.
2. Three years of experience with increasing levels of responsibilities in facilities planning, construction or a related field.

**REPORTS TO:**      Director of Facilities

**ESSENTIAL FUNCTIONS**

1. Performs a variety of administrative and professional duties related to the district's facilities planning, modernization and construction program; participates in the development of the district's Facilities Master Plan; assures compliance with applicable laws, codes, rules and regulations.
2. Provides, organizes and/or procures accurate drawings of district properties and detailed information on construction systems.
3. Oversees facility planning design and construction projects; reviews architectural plans for conformance to functional facility relationships and growth possibilities; coordinates the involvement of district departments and school sites in the facilities planning design and construction process.
4. Plans and coordinates alteration, renovation, modernization and construction projects at district sites including school facilities, portable classrooms, site work, site improvement, grounds and irrigation projects and support facilities; reviews and recommends contracts, leases and other agreements for district projects; manages consultants and contractors, oversees scope of work and administers contracts.
5. Assists by using student enrollment projections to establish participation eligibility in the State School Facilities Programs.
6. Participates in the site acquisition process; interprets and applies California Environmental Quality Act and State Department of Education guidelines.

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**ESSENTIAL FUNCTIONS** (continued)

7. Prepares Request for Proposal (RFP) and Request for Qualifications (RFQ) documents; analyzes the scope and cost of contractor and consultant proposals; reviews project plans and specifications prior to bids; utilizes the Critical Path Methods (CPM) to calculate project timelines and schedules; participates in the pre-qualification of contractors and consultants.
8. Holds the primary responsibility of district building blueprints and as-built drawings. Assists sites and district personnel on design and construction planning.
9. Attends and conducts pre-bid walks and pre-construction meetings to explain and clarify construction expenditures, budgets and district procedures; conducts site visits to review/monitor work in progress; monitors and follows-up on requests for information, change order requests, submittals, drawings, time extension requests, contractor progress schedules and claims; assures compliance with plans, contract provisions, building codes and regulations; reviews and makes recommendations regarding change orders, invoices, progress payments, time extensions and claims.
10. Coordinates and or assists with project closeouts to assure receipt of as-built drawings, requirements stated in district manuals, punch list completion, training and warranty stipulations and final Division of State Architect closeout, coordinates commissioning of facilities and handoff to site, maintenance and operations staff.
11. Utilizes a variety of advisory data and information including budgets, architectural and construction plans and specifications, state and local general plans and zoning ordinances, federal and state environmental guidelines and boundary maps.
12. Researches and maintains current knowledge of laws, codes, rules and regulations related to assigned activities; reviews and evaluates facilities planning and construction software applications and recommends new software for improvements.
13. Provides technical expertise and information regarding assigned functions and participates in the formation of policies, procedures, programs and budgets.
14. Leads efforts for major facility parts and material acquisition for maintenance.
15. Works professionally with the Division of State Architecture (DSA) and DSA inspection personnel.
16. Prepares and directs the preparation and maintenance of a variety of reports, records and files related to assigned activities; composes written and oral communications to convey information in accordance with district policies and procedures.
17. Follows procedures and guidance to ensure district facilities are within standardized levels of appearance and safety.
18. Trains, supervises and evaluates the performance of assigned personnel as needed.
19. Participates in interviews and selects employees and recommends transfers, reassignment and disciplinary actions.

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**ESSENTIAL FUNCTIONS** (continued)

20. Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective workplace.
21. Works independently under broad organizational guidelines to achieve objectives.
22. Proficient in delivery methods, procurement, pre-construction and public construction finance competitive bid processes and contracts.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to climb slopes, stairs, steps, ramps and ladders.
5. Able to lift up to ten (10) pounds frequently and fifty (50) pounds occasionally.
6. Able to carry up to ten (10) pounds frequently and fifty (50) pounds occasionally.
7. Able to push and pull objects weighing up to fifty (50) pounds occasionally.
8. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
9. Able to exhibit full range of motion for shoulder abduction and adduction.
10. Able to exhibit full range of motion for elbow flexion and extension.
11. Able to exhibit full range of motion for shoulder extension and flexion.
12. Able to exhibit full range of motion for back lateral flexion.
13. Able to exhibit full range of motion for hip flexion and extension.
14. Able to exhibit full range of motion for knee flexion.
15. Able to operate office machines and equipment in a safe and effective manner.
16. Able to demonstrate manual dexterity necessary to operate necessary tools and/or computer keyboard at the required speed and accuracy.
17. Able to operate a motor vehicle in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate State of California driver's license; have an acceptable driving record and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.

**TERMS OF EMPLOYMENT:**

245-day work year  
Twelve-month year  
Classified Management

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**EVALUATION:**      Performance of this job will be evaluated in accordance with Board of Education. The Director of Facilities or designee will give the evaluation.

Approved by:      Board of Education

Date: 3/09/2023

**Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.**

The district does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age, marital status, physical or mental disability or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district does not discriminate against persons with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.