Job Description

Position:	**Project Manager (Construction & Facilities)**	**FLSA Status:**	**Exempt**
Department:	**Engineering & Compliance**	**FTE:**	**Full Time**
Reports to:	**Director of Engineering & Compliance**	**Revised:**	**February 2025**

DEFINITION:
Under limited supervision, simultaneously manage multiple onsite maintenance and construction projects of various sizes and types through the full range of project phases from conceptual development to construction, close-out, and occupancy or return-to-service in the operations and maintenance period. Assists in design development and may include managing project design scopes of work, as assigned. Plans, manages and coordinates building maintenance and repairs with internal stakeholders and external professional services such as building and maintenance contractors. Ensure completion of assigned projects within approved budget and schedule while meeting industry and organization standards and compliance with all applicable code requirements and the permitted record documents of the facility. Serve as liaison between District leadership and project partners including professional services consultants, contractors, and service vendors as well as Federal, State, and local authorities having jurisdiction (AHJs).

DISTINGUISHING CHARACTERISTICS:
This is a journey-level support role requiring professional discretion and independent analytical skills with knowledge of public works maintenance and construction projects, laws, policies, and practices, and capable of accomplishing assignments with minimal direction and supervision. Incumbent provides supervision to department staff, as assigned. This position reports to the Director of Engineering & Compliance.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Lead, manage, and coordinate all phases of onsite projects from pre-construction through closeout and during the O&M period of the facility. Perform Construction Quality Assurance (CQA) oversight inspections and/or manage a contracted CQA company. Reviews contractor's Construction Quality Control (CQC) means, methods, and reporting documents for compliance with the project quality of work requirements.
- Develop project timelines, milestones, and schedules, collaborating closely with internal stakeholders, internal resources, and external professional services representatives, as applicable.
- Monitor project progress and adjust as needed to ensure successful completion of assigned projects on time and within budget. When necessary, employ best practices of change management procedures with internal stakeholders to address impacts to project schedule and budget.
- Regularly report on project status to stakeholders, addressing any risks and issues that arise or are reasonably foreseeable to possibly arise in the future.
- Leads in project meetings to include documentation, administration, and tracking of relevant information and statuses.
- Point of contact for contractors and service providers for the contract, design, procurement, construction, and closeout of onsite projects.
- Obtains, maintains, and manages data, information, communications, and approvals required by project and requirements between engineers and other project-related entities.
- Provide direction of external contractors; coordinate the work of cross disciplinary teams.

- Coordinates and monitors activities of contractors, engineers, architects, and related sub-consultants/contractors
- Manages project controls, cost, and performance activities and procedures, project logistics, organization, and project closeout.
- Review design and construction/installation activities to verify work is aligned with industry and organization standards for sustainability, durability, maintenance feasibility, and master plan and workspace guidelines.
- Compile and review external vendors documentation for responsiveness to project requirements. Assists with gathering and checking of required licenses, certifications, insurance coverages, and public works registration of service providers and the District's registration, management, and close-out of public works projects.
- Maintain appropriate logs, schedules, records, minutes, and other necessary files to support the project team and activities and complete all close-out and documentation activities to support robust archiving.
- Plans, manages and coordinates building and site maintenance and repairs in accordance with the design specifications and technical requirements of the permitted record documents (Engineer of Record's file documents). Assists in design change management with the Design Engineer of Record and Senior Engineer when the 'replace-in-kind' requirement for maintenance projects cannot be achieved.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must always show cooperation and respect to fellow employees and supervisors.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

- Demonstrated knowledge of construction documents interpretation, construction administration and quality assurance including field verifications and punch list, character, quality, and cost of building materials and systems, building codes, ordinances, and regulations, drafting successful permit application packages
- Experience with Computer Aided Facilities Management (CAFM) project management software and best practices is a plus.
- Experience in civil construction, zoning, permitting and other land use matters is a plus.
- Demonstrated ability to lead, direct, and coordinate work of a project design/construction team, service vendors, and/or internal resources in a collaborative manner.
- Plan, budget and manage multiple assigned projects simultaneously.
- Facilitate complex projects with consistent attention to detail.
- Skilled at creating and maintaining cross-departmental relationships and clearly communicating project goals, timing, and progress.
- Excellent communication skills, both oral and written.
- Proficient in Microsoft Windows Office Suite including Word, Excel, Access, Project, PowerPoint, etc.

TRAINING, EDUCATION AND EXPERIENCE:

- Associate or bachelor's degree in architecture, Engineering (Civil, Electrical, or Mechanical practice acts categories or their derivatives), Interior Design, Facilities Management, or Construction Management or related field is desired or equivalent combination of education, training, and

experience. Minimum High School diploma with demonstrated continued education in related subject matter such as a trade school, work apprentice program, or project management professional certifications.

- Minimum five years of experience in facilities maintenance, project management, or construction projects management.

REQUIRED LICENSES AND CERTIFICATIONS:

- Possession of a valid and current California Driver's License.

PHYSICAL AND SENSORY REQUIREMENTS:
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment including keyboard; and reach with hands and arms. Employees are frequently required to walk and stand on uneven ground. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lifting boxes such as recruitment files, applications or other forms weighing up to 50lbs.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment
Normally, work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

Special Demands
Must be able to actively participate in public meetings, including giving presentations in person and on camera before the Board of Directors and members of the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description, and I understand the requirements of this position.

Employee Name (Print) **Date**

Employee Signature