



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 83-2022/23  
DOCUMENT NO. 60-2022/23  
DATED: 06/21/23

**FACILITIES PROJECTS MANAGER**

**DEPARTMENT/SITE:** Facilities Planning &  
Construction Management

**REPORTS TO:** Director of Facilities Planning &  
Construction Management

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 13

**WORK CALENDAR:** 261 Days

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Facilities Planning & Construction Management. The Facilities Projects Manager supports the educational process with specific responsibility for managing site selection and acquisition; planning and design of school facilities projects; overseeing architect selection and predesign processes for construction projects; acquiring the necessary funding to support district facility modifications; complying with applicable state and federal laws, codes and regulations; and performs related duties as assigned. The incumbent in this classification provides the school community with quality services in facility planning and construction which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Communicates with District administration, staff, project architects, engineers and general contractors related to the initial program development, final program development, and planning.
- Develops and updates educational specifications and district standards, policies and procedures, and project scopes for providing data relevant to the approval, acquisition, planning and design of school facilities.
- Ensures project compliance with all applicable codes and regulations such as California Environmental Quality Act (CEQA) and compliance with the oversight/review of California Department of Education (CDE), Department of Toxic Substance Control (DTSC), and Division of State Architect (DSA).
- Implements, oversees, and participates in the initial design process for all construction projects.
- Oversees the completion of small projects in coordination with maintenance staff and/or contractor.
- Participates in meetings, workshops, seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (agendas, meeting minutes, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to facilities projects.
- Presents to a variety of groups (e.g. Board, subcommittees, funding agencies, community groups, etc.) for providing information, making recommendations and/or ensuring compliance with established guidelines.
- Researches a variety of information for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to inquiries (e.g. staff, architects, contractors, inspectors, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.

- Reviews county and municipal development plans for the purpose of identifying school sites in accordance with regulatory requirements.
- Serves as a liaison between the departments/school sites and architects/contractors for facilitating communication.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Tools, materials and standard practices relating to general maintenance and construction
- Building codes, trades, policies, regulations, and laws
- Cost estimating and automated project scheduling
- Maintenance and operations terminology
- Methods and procedures of operating electronic computers and peripheral equipment
- District organization, operation policies and objectives, District Labor Compliance Program and prevailing wage law

### **Skills and Abilities to:**

- Read, interpret, apply and prepare plans and specifications for all phases of construction and building maintenance
- Understand and utilize technical information, parts lists and operations manuals to plan and assist in scheduling projects
- Complete detailed work from general assignments
- Communicate effectively both orally and in writing with diverse groups and individuals
- Establish and maintain cooperative and effective working relationships with others, including crafts foremen, Site and District Administrators, and non- District personnel from professional agencies
- Work with blueprints, shop drawing and sketches
- Operate a computer and utilize computer programs in the planning and the construction field
- Plan and schedule projects to meet deadlines and schedules
- Adapt to changing work environment and/or priorities
- Write complete and concise specifications to accompany plans for contract jobs
- Schedule a significant number of activities, meeting and/or events
- Independently work with others in a wide variety of circumstances
- Be attentive to details, meeting deadlines and schedules
- Work with frequent interruptions and time constraints

## **RESPONSIBILITY:**

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

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Bachelor of Arts or Bachelor of Science degree from a nationally accredited college or university, with an emphasis in business, public administration, construction management, or a closely related field.

### **EXPERIENCE REQUIRED:**

**Facilities Project Manager**

Updated: New

Previous update: New

Three (3) years of extensive project management experience in the building design and construction industry preferably with K-12 school system experience.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to various district sites.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both in an office and outside, subject to extreme temperatures
- Requires significant walking and standing, and some sitting
- Occasional lifting, carrying, pushing, and/or pulling objects
- Some stooping, kneeling, crouching, and/or crawling
- Significant manual finger dexterity
- Dexterity of hands and fingers to operate tools and equipment, a computer keyboard, and paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen and to perform detailed work in the field