

ASSISTANT PROJECT MANAGER

DEFINITION

Assists a Facilities Project Manager I or II or higher in analyzing needs for school facilities, managing and coordinating school construction, modernization, or deferred maintenance projects; and supervising the gathering and analysis of data on school capacities, housing, and other matters related to educational housing, facilities planning, materiel, and maintenance.

TYPICAL DUTIES

Performs a combination of the following:

- Assists in analyzing needs, developing and recommending building programs and priorities, and coordinating planning activities in regard to school sites, new schools and additions to existing schools.
- Assists in the collection and interpretation of research data, improvement of grounds, alteration and improvement of existing structures, temporary classroom buildings, moving and demolition of buildings, usage of existing facilities, and other matters related to school housing.
- Assists in designing, planning, and coordinating school construction, modernization, and/or deferred maintenance projects.
- Assists in the development and revision of standards for school facilities and specialized equipment in order to meet educational and operational needs and space requirements.
- Prepares and provides project descriptions, definitions, and specifications for contract architects or other contractors and District architectural, engineering, or maintenance personnel.
- Assists in the review and interpretation of architectural drawings with architects, school administrators, educational subject-matter supervisors, and teachers; and evaluates special facility needs related to educational programs or unusual school problems and master site planning; recommends solutions; and transmits requests for necessary changes to project architects.
- Assists in establishing needs and priorities for alteration of buildings and grounds in an assigned area or program, coordinates the development of plans, and maintains control of nontechnical aspects of plan preparation.
- Coordinates, plans, and schedules remodeling, rehabilitation, moving, and demolition of school facilities and temporary housing of students and school staff during such activities.
- Works with technical personnel to estimate costs of building and alteration projects.
- Initiates design phase by requesting surveys, environmental impact documents, and requests the removal of buildings and hazardous materials.
- Participates in constructability review in order to assure that the plan can be built effectively and efficiently by current construction methods.
- Coordinates and monitors work during the design and redesign phases.
- Prepares requests and justifications for bid processing and coordinates and monitors contract award process.
- Coordinates and monitors, upon delegation, the change order review, funding and approval process.
- Maintains records on existing facilities and provides data and advice on usage.
- Makes public presentations to interested groups in regard to general or specific building programs.
- Implements requirements of Education Code, Board Rules, State agencies, and District directives affecting facilities, equipment, and maintenance.
- Assists with the formulation of plans, policies, and procedures pertinent to assigned program

responsibilities and prepares bulletins, memoranda, and reference guides as required.
Consults with Procurement Services Division in the evaluation and selection of furniture and equipment to be purchased by the District.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Project Manager assists a Facilities Project Manager to plan, schedule, coordinate, develop, and apply standards for housing of schools and other units; or manage and coordinate school construction, modernization, or deferred maintenance projects.

A Facilities Project Manager I manages the activities related to the planning and construction of multiple school facilities and school modernization projects.

A Senior Craft person assists a supervisor in managing the overall respective operations in district facilities.

SUPERVISION

General supervision is received from a higher-level Facilities Project Manager. Supervision is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

District standards and legal provisions governing school building construction, maintenance, budgeting, and finance
Principles of facilities planning as related to methods and techniques of instruction, economy of maintenance, provision for growth, relationship of instructional and service areas, and adaptability to multi-functional usage
Principles of organization, management, and supervision
General characteristics and relative costs of various methods of construction, architectural features, and building and room designs for all types of school uses
Classroom and administrative office equipment and supplies and procedures
Local and State building codes and safety regulations
Computer software to develop spreadsheets, databases, project schedules, cost estimates, and budget reports

Ability to:

Analyze and interpret technical materials, such as architectural plans, building standards, and project schedules, accurately and effectively
Estimate material and labor costs
Plan, coordinate, and provide leadership in complex activities involving many participants
Interpret technical materials accurately and effectively in written and oral communications
Collect, classify, analyze, interpret, and explain statistical and budgetary data
Express self clearly and concisely, orally and in writing and make effective oral presentations to Groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, construction management, or a related field. Additional qualifying

experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of experience in providing work direction in the maintenance, planning, design, construction, modernization, or inspection of building facilities. Related experience with educational facilities is preferred.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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MHO

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