

COMPLEX PROJECT MANAGER

DEFINITION

Serves as the Facilities Services Division's representative for the implementation of all facilities activities of a defined group of schools or administrative sites, including major maintenance, operations, alterations and improvements, modernizations, new construction, and portable building installations or removals. May also manage operational units under the direction of a higher-level manager.

TYPICAL DUTIES

Coordinates facilities projects at schools and administrative sites in consultation with site administrators, and senior management personnel, Operations Program Managers, Area Operations Supervisors, as well as project managers, architects, and engineers.

Coordinates planning, organization, prioritization, and scheduling of maintenance and operations activities; verifies funding sources; provides advice regarding regulations, procedures, and standards concerning maintenance and operations activities; identifies and resolves safety issues; and resolves complaints and inquiries.

Meets with administrators, parents, and community representatives to plan, organize, prioritize and schedule maintenance and operations activities.

Inspects sites as required to identify maintenance and operations needs and as required by regulatory agencies.

Supervises the preparation of specifications for maintenance and capital outlay contracts and for equipment; initiates contract requests, and inspects and accepts contract maintenance work.

Approves scope of work for construction and major maintenance projects.

Represents site administrators at periodic project planning and construction meetings.

Reviews reports of job status to insure timely scheduling and completion of projects and provides follow-up with school site to keep site administrators informed.

Consults with site administrators regarding operations issues, including custodial, gardening, tree maintenance, and pest management.

Coordinates the implementation of operations programs with operations management personnel.

Oversees responses to calls concerning vandalism, fires, and other emergencies; inspects sites and requests personnel to perform cleanup and related work in coordination with other District personnel and local agencies.

Manages maintenance units or small operational units of special programs, as required, by administering and supervising the activities and/or personnel involved in maintenance and operations activities.

Reviews and takes appropriate actions on non-stock material requisitions, job orders, purchase orders, and payment requests, and allocated personnel and equipment for various jobs.

Advises on the preparation of budgets for maintenance and alterations and improvements projects and equipment.

Supervises and participates in the resolution of personnel matters such as employee performance evaluations, leaves of absences, grievances, and disciplinary actions.

May receive night and weekend emergency calls and initiate appropriate action.

May substitute for the Area Facilities Services Director during absences.

May assist in the verification of work compliance by contractors.

Provides oversight and conducts training for site-assigned Maintenance Workers.

May serve as project or construction manager on some contracted or in-house projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Complex Project Manager is responsible for the coordination of all facilities-related activities with a group of schools, offices, or operational units.

A Regional Facilities Director provides managerial oversight to an assigned geographic region in conjunction with higher management; coordinates maintenance, operations, and construction-related activities.

An Area Facilities Services Director is the administrator responsible for personnel assigned to perform routine and preventive maintenance, smaller construction projects, custodial, and gardening operations for a designated area.

SUPERVISION

General supervision is received from a Regional Facilities Director and/or Area Facilities Services Director. Technical supervision is exercised over the work of employees in lower-level facilities services classifications. Supervision may be exercised over lower-level facilities services classifications of maintenance or operational units.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management, and supervision
- Pertinent sections of District collective bargaining agreements
- Current practices, processes, and materials in the maintenance and repair field, including the construction, installation, and maintenance of school buildings and grounds
- Regulations, policies, procedures, materials, and equipment related to custodial, gardening, window washing, and pest management activities
- Characteristics of school, shop, and office equipment and the specialized crafts required for their maintenance
- District standards and legal provisions governing school building construction, maintenance, budgeting, and finance
- Cal-OSHA requirements as they affect maintenance activities.
- Local and State building codes and safety regulations
- Basic District personnel rules, regulations, practices, and policies
- Pertinent sections of District collective bargaining agreements
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Plan, direct, and coordinate maintenance, construction, repair, capital outlay and operations programs for school buildings, grounds, and equipment
- Work effectively and cooperatively with school and business personnel and the public
- Recognize and deal effectively with personnel problems
- Interpret and express policies, regulations, and other matters clearly and concisely in writing and orally
- Analyze and interpret computerized management information reports
- Estimate material and labor costs
- Coordinate and conduct training programs
- Communicate effectively, both orally and in writing
- Work well under pressure on multiple priorities and short deadlines
- Supervise, train, and evaluate the work of direct and non-direct reporting personnel

Maintain confidentiality
Make effective oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Sixty semester units or equivalent quarter units from a recognized college or university preferably in the areas of Construction Technology, Business Administration, Public Administration, or related field is highly preferable.

Experience:

Two years of experience in the supervision of maintenance, construction, operations, environmental, or other related facilities activities at or above the Supervising Maintenance Worker level.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

Candidates must obtain a Maintenance Planner Certificate by the end of the probationary period.

SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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