

## CONSTRUCTION MANAGER

### DEFINITION

Provides administrative oversight to multiple Senior Resident Construction Engineers and Resident Construction Engineers by monitoring overall performance of assigned new construction, modernization, and repair projects.

### TYPICAL DUTIES

Resolves complex construction project related issues, disputes, and disagreements.  
Develops, assigns, and monitors performance of Resident Construction Engineers and Senior Resident Construction Engineers relative to assigned construction projects.  
Reviews status and overall construction project progress relative to submitted construction schedules.  
Reviews all change orders from all construction projects and assesses their impact on the District.  
Assists regional directors and other Facilities management staff with bid and contract planning.  
Assesses bid specifications for District need and probability of completion under stated timeline.  
Reviews status and monitors variances of the construction project database relative to scheduling and cost control reporting.  
Reviews and verifies submitted applications for payment and performs overall fiscal management of multiple construction projects.  
Provides functional direction over areas of responsibility including construction project schedules, cost control, dispute resolution, contract administration, and quality control.  
Reviews and monitors overall administration of contracts for the architect and related consultants.  
Coordinates program activities with other District organizational branches and departments such as the Office of Environmental Health and Safety, Design and A/E Technical Support, Real Estate Branch, Facilities Contract Administration, Inspection Unit, Maintenance and Operations, and local districts.  
Reviews and takes recommended actions in resolving disputes relative to construction projects.  
Develops and recommends internal policies and procedures.  
Performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Construction Manager provides managerial and construction oversight to multiple Resident Construction Engineers and Senior Resident Construction Engineers.

A Regional Construction Director provides managerial oversight to an assigned regional area and in conjunction with higher management, coordinates and implements new construction program related activities.

Resident Construction Engineers and Senior Resident Construction Engineers are the primary administrators of the District's Contract for Construction relative to assigned construction, modernization, and repair projects.

## SUPERVISION

Administrative direction is received from a Regional Construction Director. Supervision is exercised over multiple Senior Resident Construction Engineers and Resident Construction Engineers.

## CLASS QUALIFICATIONS

### Knowledge of:

- School design and construction processes, including contract administration
- Professional services agreements, bidding documents, and contractual requirements applicable to public works projects
- Principles of the Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures
- Budgetary planning and control
- Principles of organization, management, and supervision

### Ability to:

- Plan, coordinate, and provide leadership
- Provide effective oversight of multiple operations
- Evaluate operational effectiveness of construction project team members
- Prepare clear and concise written communications and reports
- Provide impartial and effective analysis of claims and disputes

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, planning, facilities management, construction management, business, or a related field. College-level courses in business administration, public relations, accounting, school finance, personnel management, and communications are preferable.

### Experience:

Five years of executive or administrative experience managing large programs or projects in construction value excess of \$50 million involving construction of new facilities, or the planning and coordinating of capital projects and/or facilities maintenance and/or operations. The following work experience is preferable:

- Experience utilizing Building Information Modeling (BIM)
- Experience in Leadership and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience in Formal Construction Partnering
- Experience with DSA construction/design processes

Special:

Any of the following is preferable:

A valid Certificate of Registration as a Professional Engineer by the California State Board for Professional Engineers and Land Surveyors, or;

A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI), or;

A valid Certification of Project Management Professionals (PMPs) or Program Management Professionals (PgMPs) by the Project Management Institute, or;

A valid Certificate of Registration as a licensed architect by the California State Architects.

AND

A valid California Driver License

Use of an automobile

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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.

Revised and title change from  
New Construction Manager  
05-24-10  
LD