



HEMET UNIFIED SCHOOL DISTRICT  
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

## **FACILITIES PROJECT MANAGER**

### **JOB SUMMARY**

This position is under the administrative direction of the Director of Facilities. Plans, organizes, supervises and evaluates the construction of all District and school facilities, supervises and inspects construction and repair projects. Evaluates assigned personnel and creates/analyzes complex reports and plans. The Facilities Project Manager will work within the framework of the Educational Code, District philosophy, and District policy as adopted by the Board of Education and will perform related work as required.

### **ESSENTIAL FUNCTIONS**

- Monitors and evaluates the completion of work assigned to various trades and crafts;
- Interacts with the Fire Marshal, insurance carrier, safety inspectors and District safety inspector, as it relates to inspection, playgrounds and compliance reports and ensures that all items related to the construction of facilities are expeditiously corrected;
- Serves on District Committees as assigned;
- Estimates labor and material costs of repair and construction work;
- Oversees outside contractors and construction projects, works with District architect on design of new facilities and upgrading of existing facilities;
- Must be available to respond to emergency call-outs on weekends and after regular working hours;
- Responsible for the understanding and interpretation of legal matters, which are required of the District in the facilities planning and development effort;
- Responsible for making recommendations, to the Director of Facilities Development, relative to the facilities planning and construction effort;
- Responsible for the coordination of the facilities planning program with staff members and the general administration of architectural contracts;
- Oversees coordination of facilities projects;
- Maintains communication with the Director of Maintenance, Operations and other Departments, on status of all construction projects;
- Works closely with all local, state, and federal agencies, which may be involved in the facilities planning program;
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Principles of administration, supervision, management, training, safety and security;
- Principles of budgeting, cost analysis and reporting;
- Knowledge of methods, materials and equipment used in carpentry, plumbing, painting, electrical, heating, ventilation, locksmithing, air conditioning, audio visual and related crafts;
- Methods, practices, materials and equipment used in maintenance of facilities;
- Building construction practices and materials and laws and codes affecting the construction and repair of school buildings;

- Statistical analysis.

**Ability to:**

- Learn and interpret specific rules, laws and policies and apply them with good judgement in a variety of situations;
- Compile, maintain and submit accurate and complete records and reports;
- Make arithmetical calculations quickly and accurately;
- Carry out verbal written directions independently;
- Maintain cooperative relationships with those contacted in the course of work;
- Work in demanding environment with specific timeline requirements;
- Accurately estimate labor and material costs of repair and construction work;
- Read and interpret building blueprints, working drawings and sketches;
- Layout, coordinate, supervise, inspect and evaluate the work of contractors;
- Write and speak clearly and concisely, and make effective written and oral reports.

**EDUCATION AND EXPERIENCE**

**Education:**

- Graduation from high school; college level training in supervision, construction trades and related fields of Maintenance, and an A.A. degree or higher are desirable.

**Experience:**

- Five years of responsible experience in the field of maintenance or construction, including at least **three** years at a supervisory level in a comprehensive organization; and training and experience that provide the required knowledge, skills and abilities to accomplish the duties listed. Public school district experience is desirable.

**REQUIRED LICENSES AND/OR CERTIFICATES**

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

**Physical Demands:**

- Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, climb (to roof), push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 50 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

**Working Conditions:**

- Work indoors and outdoors. Exposure to seasonal outside temperatures (30 F to 120 F), dust & wind, sun, insects and noise. Extended viewing of computer monitor and other electronic devices;
- Working with and around office equipment having moving parts.

**Psychological Demands:**

- Follow safety procedures and written and verbal instructions; work co-operatively with staff, students, contractors and the public; make independent decisions; work

autonomously; demonstrate good problem-solving skills; organize tasks, set priorities and meet deadlines; manage multiple tasks; direct, supervise and instruct others; respond appropriately to evaluation and changes to the work setting.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management Department.

**Employment Status**

Classified Management Position (Schedule 201, Row 31)

February 2023