

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Construction Manager

**Reports to:** Department Administrator

**Classification:** Classified Management

**FLSA:** Exempt

**Range:** Classified Management Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Education and Experience:

Any combination equivalent to bachelor's degree in Industrial Technology, Construction Management, Architecture, or related discipline, or a minimum of 5 years of progressively responsible experience in school maintenance, construction management, and industrial electrical construction.

Licenses and other Requirements:

Valid California driver's license

### **SUMMARY**

Plan, coordinate, supervise construction projects, involving new construction, alterations, repairs, relocation of existing building and structures.

### **SPECIFIC RESPONSIBILITIES**

1. Coordinate construction projects with architects, contractors, and school administrators.
2. Participates in the development and implementation of goals, objectives, policies and priorities for Facilities Planning. Identifies resource needs. Recommends and implements policies and procedures.
3. Generate project reports that provide construction timelines, budget, and project scope.
4. Apply and explain state guidelines and state-building and/or state codes.
5. Evaluate and recommend programmatic scope of K-12 building projects.
6. Interpret construction specifications, schematics, and drawings.
7. Reviews and process requests for progress payments from contractors and architects.
8. Attend and provide expertise to meetings involving on-going and new projects with architects and school administrators; meet with regulator agencies on State and local level as necessary.
9. Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
10. Oversees project budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.
11. Assists in the supervision and evaluation of assigned personnel; trains personnel in assigned areas.
12. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Directs, plans and coordinates construction and maintenance projects within the Facilities Planning Department. Coordinates assigned activities with other departments outside agencies and the general public in connection with accomplishing capital construction projects. Provides highly responsible and complex coordination to the District Administration, communications are broad in scope, extending to outside experts and agencies.

Knowledge of:

- Construction management methods.
- Architectural methods and techniques.
- Operation of a computer terminal and data entry techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities, including but not limited to Public Contract Code.
- Applicable sections of the State Education Code, building codes, electrical codes and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Coordinate construction projects.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

**PHYSICAL ABILITIES**

Office and construction site environment; driving a vehicle to conduct work.

Climbing on ladders and scaffolding to inspect work; walking, bending, stooping and reaching to inspect projects; seeing to inspect work; speaking to exchange information.

Reviewing projects during demolition; working at heights. Occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, climbing and/or crawling, standing, and walking (70%); the ability to lift up to 50 lbs, and sitting (30%).

**APPENDIX B**  
**Central Unified School District**  
**Classified Management Salary Schedule**  
**2017-2018**

Position	Duty Days	Step 1 Annual Salary	Step 2 Annual Salary	Step 3 Annual Salary	Step 4 Annual Salary	Step 5 Annual Salary
Director of Facility Planning	225	\$99,669.20	\$104,652.66	\$109,885.12	\$115,379.26	\$121,148.67
Director of Fiscal Services	225	\$99,669.20	\$104,652.66	\$109,885.12	\$115,379.26	\$121,148.67
Director of Student Support Services	225	\$99,669.20	\$104,652.66	\$109,885.12	\$115,379.26	\$121,148.67
Director of Technology Services	225	\$99,669.20	\$104,652.66	\$109,885.12	\$115,379.26	\$121,148.67
Director of Maintenance, Ops, & Trans	225	\$99,669.20	\$104,652.66	\$109,885.12	\$115,379.26	\$121,148.67
Student Information Systems Manager	225	\$82,166.24	\$86,274.55	\$90,588.88	\$95,117.54	\$99,872.48
Director of Food Services	225	\$82,166.24	\$86,274.55	\$90,588.88	\$95,117.54	\$99,872.48
Assistant Director of Transportation	225	\$73,592.95	\$77,272.89	\$81,136.42	\$85,192.54	\$89,452.13
Maintenance Field Suprv/Construction Mgr	225	\$73,592.95	\$77,272.89	\$81,136.42	\$85,192.54	\$89,452.13
Human Resource Specialist	225	\$73,592.95	\$77,272.89	\$81,136.42	\$85,192.54	\$89,452.13
Communications & Public Relations Officer	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Purchasing/Warehouse Manager	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Finance and Budget Manager	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Senior Accounting Manager	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Technology Services Manager	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Server Technician	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Construction Manager	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Facilities Planning Manager	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Human Resources Coordinator	225	\$61,255.36	\$64,317.96	\$67,533.17	\$70,910.23	\$74,455.85
Campus Connection Manager	225	\$56,867.37	\$59,711.05	\$62,697.57	\$65,842.38	\$69,122.05
Transportation Operations Supervisor	225	\$51,328.90	\$53,895.10	\$56,589.91	\$59,419.46	\$62,389.18

Directors, Classified Managers and Coordinators who work a 225 day contract will receive 23 days of vacation per year. These employees may carry-over from one year to the next no more than 11.5 days or 92 hours. No employee will be allowed to carry more than 34.5 days or 276 hours of vacation at anytime and shall be paid for no more than 23 accrued days upon separation from the district at the employees then current rate of pay

New employees shall be given credit on the basis of one step for each year of verified commensurate experience, but in no case may be placed higher than the third step of the salary schedule without approval of the governing board.

To receive credit for a year of service, the employee must have rendered service for at least seventy-five percent (75%) of the days of his or her work year as of July 1.

For the current fiscal year, the District's total maximum contribution shall be thirteen thousand six hundred and fifty four dollars and fifty eight cents (\$13,654.58) per employee per year for all health and welfare benefits plus sixty percent (60%) of the increase of the projected cost.

Credit for only one degree will be given. The degree must be earned from a regionally accredited institution. Classified M/S/C employees shall, once each year, be credited with a total of one hundred (100) working days of extended illness leave, including days to which he or she is entitled under D.D. Sec. 45191. Such days of paid sick leave, in addition to those required by Sec. 45191, shall be compensated at 50% of the employee's regular salary. The paid sick leave under this paragraph shall be exclusive of any other paid leave, holiday, vacation, or compensatory time to which the employee may be entitled. The 100 day period shall commence on the first day of absence.

The salary schedule shall be effective July 1, 2017 for those persons who are employed by the District on the date of adoption by the Board of Trustees.

APPROVED BY THE BOARD OF TRUSTEES: 1/10/17