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## CONSTRUCTION AND MAINTENANCE PROGRAMS MANAGER CONSTRUCTION AND MAINTENANCE PROGRAMS MANAGER, SENIOR

### **BASIC FUNCTION**

Under general direction, perform a variety of administrative, managerial and supervisory duties over programs and staff involved in and related to the planning, development, implementation and inspection of one or more of the District's facilities, construction and maintenance programs in areas such as bond construction and capital improvement programs, real estate and assets management, energy management, construction, renovation and alteration projects and similar activities; provide technical expertise and information for assigned functions; enforce state and federal codes or system polices includes managing various permits and inspections for specific building systems, inspections and other similar activities; participate in, develop and/or lead the formulation and implementation of policies, procedures and programs; and lead and/or serve as a liaison between the District and external agencies and organizations; compile and manage staff in performing and compiling programs' technical, budgetary, financial and related records and information and prepare and maintain related records and reports.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Provide technical expertise and information to District administration regarding assigned functions and participate in the formulation of policies, procedures and programs; perform a variety of complex technical duties related to supporting the planning, development, implementation and inspection of District construction, renovation, and alteration projects. "E"
- Serve as primary point of contact and liaison between the District and contractors, architects, inspectors, governmental agencies, construction personnel and other organizations throughout assigned program(s) life cycle, from pre-construction initial design through construction and warranty phases of projects. "E"
- Lead, oversee and participate in the inspection process for district assets and code-regulated systems; conduct facility-condition surveys and on-site inspections as needed to determine assets' condition and investments necessary to meet state and federal codes and prolong assets' life span; manage projects to rectify issues and problems, such as potential code violations, performance standards compliance and general maintenance concerns. "E"
- Prepare and maintain records, files and reports to ensure compliance with District, bond requirements, state and federal codes, polices and procedures, including managing various permits and inspections for building systems, inspections and other safety and legal compliance mandates; organize and submit planning documents to governmental agencies, utility companies and firms under contract to the District; maintain contract documents and legal paperwork and follow document control protocols for assigned facilities and construction projects. "E"
- Oversee, manage, enter and validate data in multiple databases and ensure data is regularly updated; maintain records and documents regarding code compliance, process inspection reports, notify responsible parties and follow up to ensure response and compliance. "E"
- Prepare Board of Education information and agenda items for construction and alteration projects, such as contracts and authorizations for design, construction and close out; prepare and present correspondence, memoranda, exhibits and other documents. "E"

- Compile information and prepare and maintain a wide variety of mandated and requested reports related to project status, income, expenditures, award bids and related activities; submit reports to Facilities personnel or outside agencies as directed “E”
- Manage, oversee and/or commission surveys related to planning and projections; review plans, specifications and contracts for professional services to identify potential consequences and assist management in selecting alternative strategies. “E”
- Utilize complex technical data and information including budgets, architectural and construction plans, State and local plans and zoning ordinances, federal and State environmental guidelines and boundary maps to assist in making appropriate decisions supporting the interests of the District. “E”
- Conduct site visits to develop, interpret and implement energy/utility efficiency policies and procedures; promote energy conservation and usage awareness programs within and outside of the District; arrange workshops for District staff; and present energy and water conservation programs to students and school staff. “E”
- Lead and facilitate cross departmental Facilities, asset management or capital planning to Identify, plans, designs, and manage projects related to assigned focus and works closely with department project managers to provide technical expertise for projects. “E”
- Collaborates with internal divisions such as Project Management, Facilities, Maintenance, Procurement, Information Technology and the Office of School Modernization on operational issues affecting or impacted by program’s focus. “E”
- Develop, maintain, and review assigned department budgets; review expenditures, process requisitions and invoices and make appropriate recommendations to senior management staff. “E”
- Serve as District liaison to other agencies, school districts on a variety of city, local, and state task forces and initiatives on resource conservation and sustainability, participate on internal and external committees, prepare and deliver written and oral presentations, conduct tours, attend and represent the District in a variety of meetings, conferences and governmental hearings as assigned. “E”
- Maintain current subject matter expert technical expertise, knowledge of laws, codes, rules and regulations related to assigned functions. “E”
- Represent the District and work with a variety of community stakeholder groups; lead and participate on facility and asset management-related task forces, community information and input meetings, advisory committees and similar District stakeholder partnerships. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions, as assigned.
- Perform other duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

Both classifications in this series are responsible for the development and implementation of systems and research projects in support of the District’s Facilities Planning and Development projects and activities for short and long range facilities planning and analysis. Employees are professional experts in the building profession, specializing in a particular technical or functional specialization and provide technical expertise and information regarding assigned functions and ensure that programs are managed within the parameters of the laws and regulations governing public agency/public works projects. Funding for these projects is garnered through a variety of sources, such as general funds, bond issues, local, state and/or Federal monies, donations and grants. The levels are differentiated by the size and scope of work performed, the levels of independence, complexity and/or visibility of projects and in and leadership over projects, processes, staff and input into cross-functional teams.

The Construction and Maintenance Programs Manager is the full professional level of the classification, typically overseeing a full District Operations program with a portfolio range up to \$5,000,000, as well as oversight of assigned projects, contractors and district staff; project leadership duties may also include

monitoring a specific functional area of a larger-scale program overseen by a Senior-level Program Manager. Employees at this level provide technical subject matter expertise within and across departments to ensure successful programs and may manage, supervise and/or provide leadership, work direction and guidance to assigned staff.

The Construction and Maintenance Programs Manager, Senior manages the full scope of the most complex and highest visibility programs with a portfolio typically ranging from a minimum of \$100,000 to in excess of \$15,000,000; duties include leading and managing teams, higher construction volumes, challenging schedules and unique situations where deep technical knowledge, expertise and experience are essential. Employees at this level directly supervise district technical experts and support staff, and lead teams to reach project completion. Employees have extensive experience in preparing formal work scope criteria for design professionals and have the greatest level of experience and autonomy in negotiating contracts and associated fees. Employees at this level may serve as a resource to and/or supervise Construction and Maintenance Project Managers at the I or II levels.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Federal, state and local laws, processes and procedures governing public agency construction, facilities and asset management programs.

Project management principles, processes, systems and techniques.

Public agency budgeting, contracts and bidding requirements.

Laws and protocols governing public agency and bond-funded financing of public agency construction and reconstruction projects.

Laws governing public purchasing and contracting.

Equipment, materials and techniques used in public works construction for assigned program area.

Public works project management principles, processes, systems and techniques.

Principles of training, employee evaluation, and employee relations.

Software applications including project and facilities management programs related to functional areas.

Building codes and permitting processes related to assigned functions.

Techniques and principles of high-quality customer service.

Oral and written communication techniques

### **Ability to:**

Plan, coordinate, implement and manage assigned construction or maintenance program.

Read, interpret and work from diagrams, blue prints, plans, sketches and specifications.

Conduct safety investigations and make preventative or corrective recommendations.

Plan, organize, assign, coordinate, review and evaluate the work of professional, technical and consultant experts.

Prepare, administer and monitor project budgets and anticipate future budgetary needs.

Understand, interpret, and apply technical material, rules, procedures, and policies.

Operate a variety of office equipment, technologies and software.

Make decisions in accordance with laws, ordinances, regulations and established procedures.

Deliver a high-level of customer service to district stakeholders.

Plan, organize, assign, coordinate, review and evaluate the work of others.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.

Establish and maintain effective working relationships with a variety of internal and external stakeholders in a richly diverse workforce and community.

Develop and deliver formal and informal presentations.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Maintain confidentiality and demonstrate discretion, initiative and good judgment.

### **Education and Training:**

For both levels of this classification series, is typically obtained through completion of a Bachelor's degree in school business operations, architecture, facilities planning, construction management, business administration, public administration, project management or closely related field and the following:

Experience:

The Construction and Maintenance Programs Manager requires three (3) years of experience in the designated functional program, including experience with facilities planning and construction project management; experience in a lead or supervisory role is desirable.

The Construction and Maintenance Programs Manager, Senior requires five (5) years of planning and leadership experience in the assigned functional program, including experience leading large-scale facilities planning and construction projects management experience and a minimum of one (1) year in a lead, supervisory or management role is required.

Experience working in educational facilities, municipality or other public agency in a richly diverse community is preferred.

A Master's degree in any of the identified or related fields will substitute for two (2) years of the required experience.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

Some positions in this classification may require professional certifications and/or licensures as appropriate to the assigned area of technical expertise.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Primary workplace is in an open office environment which requires long periods of computer work with occasional trips to construction sites, district facilities, lease and potential purchase sites, community meetings and hearings, and some evening meetings.

**Hazards:** Exposure to hazardous conditions, equipment, substances and materials found at construction sites; potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; walking over rough and uneven surfaces; climbing ladders, stairs, scaffolding and ramps to inspect district buildings; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents and inspect building sites.

FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: CMPM: 27; CPM, Sr: 37

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*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
Board of Education Policy 1.80.020-P