



DIRECTOR – PROJECT AND CONSTRUCTION PROGRAMS

BASIC FUNCTION

Under administrative direction, lead long-term planning, strategy, policy development and decision making for assigned functional areas within the District's Facilities Asset and Management Department; assume responsibility and accountability over day-to-day operations and staff in the implementation of complex plans, schedules, systems, operations and budgets for multiple projects; produce plans for current and future facility operations within assigned functions provide for the safety, security and proper housing of students, staff and District stakeholders.

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.

- Direct the research, planning, development and implementation of procedures designed to comply with state, county, and city laws, ordinances, and regulations of assigned functions, related to the physical health, well-being, and safety of students, staff and community, within school buildings, adjacent facilities, school grounds, and other district buildings and facilities. “E”
- Oversee development of functional areas short and long range planning in the areas of Facilities and Asset Management, staffing allocations, workflow, production standards, equipment, supplies, and similar functions related to building maintenance and custodial project management, development, administration and the monitoring. “E”
- Develop, propose, review, approve and execute designated areas of the District's Facilities and Asset Management general plan to meet scope, quality, budgetary, scheduling and communications objectives; develop and oversee operational metrics and project benchmarks; oversee, and monitor compliance updating program(s) policies, procedures and manuals. “E”
- Proactively oversee and manage the coordination of department, collaboration and communication with appropriate internal and external partners, professional and technical experts and other District and community stakeholders to explore multiple perspectives and multiple viewpoints, and to resolve project challenges; establish and maintain effective school, business and community relationships in support of Facilities Asset Management. “E”
- Oversee the development of multiphase projects' timelines, budgets and critical path scheduling to facilitate ongoing school and facilities activities. “E”
- Direct staff in and conduct inspections of work sites to ascertain scope of work to be performed, essential resources and staff, budget requirements and similar issues; follow-up on work-in-progress through completion and sign-off; manage and monitor staff and contractors in the inspection of schools and District facilities work and job sites so that program objectives have been met. “E”
- Oversee compliance with District contracting policies and procedures for assigned projects as well as enforcement of contract provisions; oversee certification of consultant and contractor payment requests,

change order requests, requests for information and all project processes necessary for quality assurance and compliance with district policy. “E”

- Lead and participate in building and facility maintenance planning meetings with design professionals, district stakeholders, community representatives and municipal code enforcement agencies representatives and staff. “E”
- Lead and facilitate designated program staff development with project and construction management mentoring; implement staff training in areas such as, equity, diversity and inclusion, procurement, programs’ evaluation and reporting requirements, procedures to improve efficiency and reduce costs, collaborative teamwork and team management, and district best practices. “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, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K12 education; model appropriate behaviors; develop, recommend, implement and communicate improvements to school and business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Direct and oversee preparation of a variety of reports, memoranda, letters and other documents regarding Facilities. “E”
- Direct the compilation of complex and technical data and information for assigned functions and programs for preparation of a variety of presentations; provide technical expertise and information to senior management, the Board of Education, district employees, parent groups and other stakeholders regarding assigned operations status and activities; serve on District committees, attend and represent the District in meetings, workshops, conferences and professional activities, as appropriate. “E”
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Perform related 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

The Director of Project and Construction Programs provides leadership, direction, consultation and technical expertise over designed functions related to Facilities projects and programs. Employees focus on and proactively develop and deploy systems and structures related to supporting operations of the District’s long-range facilities growth, maintenance and strategic master plans so that District facilities support student, employee and stakeholder safety, learning, and operational needs.

EMPLOYMENT STANDARDS

Knowledge of:

Techniques for planning, implementation and directing of small and large scale comprehensive public agency facilities’ planning programs.

Ability to read, comprehend and prepare project/construction schedules.

Knowledge of cost estimating means and methods.

Ability to read, comprehend architectural, engineering, and construction drawings and prepare area take-offs.

Equipment and materials used in public schools facilities, maintenance and operations programs.

Terms, procedures and equipment used in the maintenance and operations of buildings and facilities.

Project management principles, processes, systems and techniques.

Techniques and principles of high-quality customer service.

Project management, word processing and financial tracking systems software.

Principles and practices of effective leadership, management and supervision.

Effective written and verbal communications techniques.

District organization, operations, policies and objectives.

Codes and ordinances relevant to the building and maintenance of facilities in Multnomah County and the State of Oregon.

State and federal OSHA safety procedures and hazardous material compliance laws and regulations.

Terms, procedures and equipment used in the design, construction, maintenance, and operation of buildings and facilities.

Ability to:

- Manage short and long range plans and implement cost-effective Facilities programs.
- Prepare, administer, monitor, budgets and anticipate future budgetary needs; public agency budgeting, contracts and bidding requirements.
- Communicate effectively both orally and in writing.
- Analyze, interpret, explain and apply complex rules, regulations, policies, procedures, laws and ordinances.
- Exercise sound, independent judgment and initiative within established guidelines.
- Establish and maintain effective working relationships with a diverse workforce and community.
- Compile and analyze data and report in user-friendly formats; prepare and present data in written and oral reports.
- Provide internal consultation services to district departments.
- Deliver a high-level of customer service to district stakeholders.
- Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
- Oversee preparation and monitoring of division budgets.
- Analyze processes and problems, identify opportunities for improvement and follow through on changes.
- Work with a variety of technologies and software.
- Design, implement, monitor and evaluate department programs, policies and procedures in compliance with relevant legislation and funding guidelines.
- Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
- Analyze technical design engineering, construction engineering and surveying problems; evaluate alternative project approaches and adopt effective solutions.
- Prepare accurate and detailed written material, including staff and administrative reports.
- Manage budgets and audits and anticipate future budgetary needs.
- Review and negotiate agreements and contracts.

Education, Training and Experience:

Is typically obtained through a combination of a Bachelor's degree in school business operations, architecture, facilities planning, construction management, business administration, or a related field and seven (7) years of technical professional and supervisory work experience in full-service facilities, construction, maintenance or operations department, including experience with large-scale facilities planning and construction management experience. Experience specific to managing public education or other public agency construction, facilities, and/or maintenance operations programs in a richly diverse community is preferred.

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 Class C Oregon driver's license.

Positions in this classification may require variable work hours including evenings and weekends.

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 existing 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 and on active construction sites; 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; 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.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 45

Approval Date: October 19, 2017

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