

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: MANAGER - PLANNING/FACILITIES

#### BASIC FUNCTION:

Under the direction of the Director – Facilities/Operations, coordinate, evaluate and participate in activities of the Planning Office; train, supervise and evaluate assigned staff.

#### REPRESENTATIVE DUTIES:

Develop complex and extensive building plan specifications; inspect and review project specifications of subordinates. **E**

Direct and review the inspection of facilities under renovation/construction, grounds improvement projects and alterations and improvements to facilities. **E**

Direct the review of contractors' progress schedules; confer with architects and engineers to define scope of work and assess drawings, schedules, payments for modernization, grants. **E**

Train, supervise and evaluate assigned staff; assign and review project status of staff members. **E**

Inspect projects and project data for adequacy and accuracy of construction progress; assure that work is performed in conformance with laws, regulations of governing agencies and specifications. **E**

Obtain decisions concerning interpretation of contract documents, plans and specifications; prepare briefs on contract arbitration disputes; prepare recommendations to the Board of Education concerning contractual defaults, time extensions, liquidated damages and the necessity for the District to assume contracts. **E**

Confer with the Office of the State Architect on building code matters. **E**

Research, develop and write specifications on special projects related to replacement of steel windows, replacement of gas tanks, installation of theater seating, new fueling station for alternative fuel, voice/video/data projects, and other relevant needs of the District. **E**

Interview manufacturers' representatives regarding products, trade policies or methods of replacement or renovation as required; approve or reject construction materials as appropriate. **E**

Determine and select materials, equipment, quantities and sources related to construction/renovation projects. **E**

Provide cost estimates and inspection services for all capital improvements. **E**

Direct the maintenance of and participate in maintaining a wide variety of records such as architectural drawings, specifications, construction cost break-downs, contractor performance, construction bids, material and equipment specifications and job history file; direct preparation or write construction reports. **E**

Conduct meetings and make presentations as necessary. **E**

Meet with District administrators and other District personnel concerning building construction program matters. **E**

Confer with Maintenance and Operations personnel regarding assignments; communicate with school principals and others concerning projects. **E**

Participate in developing branch policies or budgets. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General principles and practices of building construction.  
State and federal regulations and legislation.  
Bid specification and design.  
Inspection methods and their application to school construction.  
Basic principles of contract law and public purchasing.  
Permits, grading, underground utilities, drains, gutters, paving, steel, wood, insulation, drywall, drop ceiling, paint, wall coverings, heating and air conditioning and plumbing.  
Applicable building codes, ordinances, fire regulations and safety precautions.  
Requirements of maintaining buildings and facilities in good repair.  
Health and safety regulations.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Coordinate, evaluate and participate in activities of the Planning Office.  
Train, supervise and evaluate assigned staff.  
Develop complex and extensive building plan specifications.  
Analyze written materials and oral communications.  
Conduct Public Works bid, job walks; effectively respond to bidders' questions.  
Maintain Storm Water Pollution Plan.  
Conduct meetings and make presentations.  
Perceive relationships among facts, concepts, influences and systems, support and explain recommendations and decisions.  
Read mechanical and electrical plans and specifications for appropriate content and accuracy.  
Establish and maintain effective working relations with maintenance, operations and District staff personnel.  
Prepare comprehensive reports to support recommendations for maintenance, operation and alterations of physical facilities.  
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.  
Prioritize and schedule work.  
Work from blueprints, shop drawings and sketches.  
Analyze situations accurately and adopt an effective course of action.  
Read, interpret, apply and explain rules, regulations, specifications, policies and procedures.  
Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in architecture, civil engineering or related field and five years experience in building construction and two years inspection experience in school building projects.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Sitting or standing for extended periods of time, hearing and speaking to exchange information and to make presentations, walking over rough or uneven surfaces, climbing ladders and stairs, and seeing to accurately inspect facilities for maintenance and repair needs, bending, pushing, lifting and moving objects weighing up to 25 pounds.

**HAZARDS:**

Exposure to dirt, dust, fumes and associated hazards related to the inspection of construction projects in various phases of completion.