

PROJECT MANAGER AND ENERGY CONSERVATION/SUSTAINABILITY COORDINATOR

Purpose Statement

Provides administrative, management and related services as required to coordinate work of contractors, designers and consultants with the activities and responsibilities of site administrators, the District, to achieve completion of projects in accordance with District's objectives for cost, time and quality. Keep project stakeholders updated on ongoing issues by means of memos, newsletters, web pages etc.

Oversees the development and implementation of the TTUSD Energy Conservation Guidelines, and tracking of energy conservation and sustainability goals,. Develop and implement a proactive communications strategy to inform and educate TTUSD staff about energy conservation sustainability efforts and opportunities.

Construction Projects for both capital improvement and energy conservation measures:

Pre-Construction Phase

- Meet with stakeholders to determine project scope and parameters
- Preparation of RFP's for construction and consulting services as appropriate
- Develop and manage schedules for design, bid, construction phases, and closeout phases
- Review design for constructability and compliance with District standards
- Verify that all contracts for construction are competitively bid when required by law
- Develop bidder interest in each project; coordinate with stakeholders to establish construction schedules and bidding documents
- Verify that the appropriate requirements are included in all proposed contract documents
- Monitor the consultant's and contractor's progress through all phases of the project
- Conduct project team meetings and update stakeholders as necessary
- In conjunction with stakeholders develop plans and schedules to ensure the safety of students, staff and community throughout the project
- Other related duties as assigned

Construction Phase

- Adjust and update the master schedule
- Manage a control system for expediting and processing requests for information, shop drawings, material, equipment, and sample submittals; contract schedule adjustments; change orders; payment requests and the maintenance of logs
- Hold regular job meetings with contractors to coordinate the progress of the work
- Reviews the contractors' construction schedules and establish completion dates that comply with the requirements of the master schedule
- Prepare and distribute project cost reports and change order logs. Identify actual project and construction costs compared to the project and the construction budget
- Review in concert with the architect the contents of requests for changes to the contract time or price submitted by the contractor
- Keep all necessary records and assist the District in the resolution of all claims
- Assist the District in obtaining an occupancy permit by participating in inspections, preparing and submitting documentation, coordinating final testing and other activities required by governmental agencies to obtain the occupancy permit
- Determine with the consultant final completion of project and issues required documentation
- Other related duties as assigned

Project Close Out

- Project Manager will work with the District, architect, inspector and contractors to close out projects and prepare and submit final close-out documents to the appropriate agencies.

Energy Conservation/Sustainability Projects:

Reporting to the Director of Facilities, this position has responsibility for coordination of the energy and sustainability programs for the entire District. TTUSD seeks to achieve significant energy, costs, and resource savings while minimizing environmental impact through reducing the District's energy use, carbon footprint and greenhouse gas emissions.

This positions will play a key role in advising the District on how to create and implement strategies to reduce costs and emissions in its operations and capital program. He/she will also lead the District's efforts in promoting sustainability with a focus on energy use and procurement, renewable energy, building practices, operations, and modifying user behaviors. This position will also work closely with District budget officials to track utility costs.

This position will evaluate the building controls and energy meters at each site to ensure the performance of building energy systems, thus allowing the District to make real-time adjustments to save energy and costs, and identify longer-term capital needs. Monitoring of this system and implementation of strategies based on sites performances and weather will be a major role for this position.

Responsibilities include but are not limited to:

- Develop a set of guidelines to reduce the District's energy costs, working in collaboration with departments and site constituencies
- Participate and coordinate the District's efforts to promote sustainability through waste reduction, recycling, energy conservation, green building practices, purchasing policies, and community education, outreach and awareness
- Recommend a program of capital and management improvements to reduce cost and environmental impact, including a mixture of operational and capital investment activities
- Develop capital budget priorities, based on performance analysis, anticipated energy savings, and return on investment. Manages all budgets and savings. Recommends utilization of funds
- Compile, maintain, and analyze data and report on energy use, energy conservation measures and other efforts as required, through the building management system (BMS) and other sources.
- In conjunction with the maintenance department and BMS provider, monitor and manipulate the BMS to optimize performance of each building and site. This includes trending, scheduling, system performance monitoring and scheduling maintenance.
- Augment the district standards for sustainable practices in new construction and renovation projects
- Establish energy usage baseline and set clear goals towards energy conservation (gas, electricity, water, disposal, and all) on an annual basis

- Work with state and other officials, such as California High Performance Schools, Coalition for Adequate School Housing, Energy Star, Department of Energy, California Energy Commission, local utility companies, and the like, to keep the District aware of best practices, funding, and rebate opportunities
- Employ effective interpersonal skills; take initiative to develop needed professional skills to succeed in carrying out job assignments including but not limited to independent research, trade journals, webinars, and conferences

Other Functions

Miscellaneous District Facilities Projects:

Oversee District's facilities projects of various sizes from time of assignment through completion. These projects may involve coordination of Facility Department, District maintenance, subcontractors, consultants and/or material suppliers. Must be capable of overseeing multiple projects at one time.

Job Requirements:

Preferred Qualifications

- Professional designation as Certified Energy Manager (CEM) and/or LEED certification preferred or initiative to achieve these certifications
- Strong organizational, communication, and interpersonal skills
- Exceptional ability to work constructively with a wide range of technical, academic, administrative, and professional people
- Knowledge of HVAC, electrical and water distribution systems
- Knowledge of renewable energy technologies
- Ability to manage budgets, consultants, and personnel
- Competency in common office computer applications, email, spreadsheets, word processing, etc.
- Demonstrated ability to administer contracts and oversee supporting contracts and vendors
- Excellent written and oral communication skills

Job Requirements & Skills

SKILLS are required to perform multiple, technical tasks with a need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records. Effectively use (or have the ability to learn) software such as Google, Microsoft Word, Excel, and web-based data management systems. Proofreading, collecting, tabulating, and evaluating data, necessary mathematical calculations, data entry. Ability to assist with usual routines and practices associated with a busy, productive office/department. Must have strong communication and organizational skills. Must have the ability to problem-solve in complex situations

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge is required to satisfactorily perform the functions of the job includes: business telephone etiquette and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operates equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

5 years or more of construction management, architecture or related construction experience. 2 years or more experience in energy and sustainability management.

Education

Bachelor's in Engineering or Construction Management

Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate

Certificates & Licenses

None Specified

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision

Director of Facilities Maintenance and Operations

Salary Grade

Classified Management Range 102B

Work Year

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