

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklinusd.org](http://www.rocklinusd.org)



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## Job Description

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<b>POSITION TITLE:</b>	Construction Manager
<b>SALARY PLACEMENT:</b>	Rocklin Administrators Professional Association (RAPA) Salary Schedule

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### SUMMARY:

Assists the Senior Director, Facilities, Maintenance and Operations with the construction of new and remodeling of existing District facilities. Coordinates and develops short- and long-range plans for school facilities, assists in the contracting and management of facilities construction and modernization, assists with all OPSC, SDE, and DSA applications and submittals, and helps coordinate facility use by outside agencies, along with other duties as assigned.

### SUPERVISOR:

This position reports directly to the Senior Director of Facilities, Maintenance and Operations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Develop, coordinate, implement and manage school construction projects.
2. Facilitate job site meetings among contractors, architects, inspectors, and engineers.
3. Serve as liaison among District administrators, construction inspectors, architects and contractors, planning and construction agencies.
4. Coordinate site personnel during the planning, construction, and closeout phases of any site construction project or improvement.
5. Assist in coordinating and developing short and long-range plans for the housing of students and related District support function.
6. Assist in planning new facilities and modernization projects, including planning and participating in educational specification committees, architect and inspection selection, and plan review.
7. Obtain new site approval through CDE and OPSC.
8. Coordinate placement of re locatable classrooms including evaluation of sites for locations.
9. Prepare bid documents for relocatable classroom acquisition, placement and hook-up.
10. Keep District officials and immediate supervisor informed of status of construction projects through conferences and written reports.
11. Plan, coordinate, schedule and manage District moves of staff and furniture and equipment into new schools and between existing facilities.
12. Conduct investigations and make recommendations in connection with planning, design, construction change orders, design modifications and contract administration in the District's building program.
13. Assist with applications, submittals and closeouts.
14. Review plan, inspect construction projects, and make recommendations to ensure compliance with legal requirements, construction project drawings and specifications.
15. Meet and confer with appropriate officials in the State, County and city governments and make professional recommendations to ensure compliance with laws and regulations governing financing, planning and construction of school facilities.
16. Assist in processing and reviewing environmental compliance documents.
17. Prepare maps, notices, public information documents and other informational items.
18. Coordinate with the City Planning Department for such needed items as bus stops, driveway and curb cuts, sidewalks and crosswalks for new developments.
19. Perform related duties as required.

**KNOWLEDGE OF:**

- Theory, principles and practices of facility planning
- State architect approval process
- Bidding processes
- Building codes, ordinances and regulations
- Personal computers and related software

**ABILITY TO:**

- Read and interpret drawings and schematics
- Prepare technical reports
- Establish and maintain cooperative working relations with others
- Coordinate the work of outside contractors and professionals

**EDUCATION:**

Graduation from a four-year accredited college or university with a degree in business, planning, construction management or related field or equivalent training/work experience.

**EXPERIENCE:**

Three (3) years related experience working in the public-school environment, with knowledge of facilities, maintenance, construction, and funding requirements.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

Valid California Driver's license

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Medical Category II:**

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display, moving mechanical parts, and outdoor weather conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually loud.

Revised: April 16, 2024

Revised: October 18, 2000

Revised: November 20, 1997

Revised: June 21, 2024

**The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Director of Secondary School Programs or Director of Personnel Services at (916) 624-2428 or by email at [titleixcoordinator@rocklinusd.org](mailto:titleixcoordinator@rocklinusd.org).**

**The Rocklin Unified School District  
maintains a tobacco-free, drug-free environment.**