

Job Title: Assistant Facilities Development Manager

Minimum Salary: \$118,300/annually

Maximum Salary: \$146,590/annually

Job Description:

An Assistant Facilities Development Manager will assist Facilities Development Managers and other assigned staff with the planning and coordination involved with the execution of pre-construction activities associated with the preparation for the building of new schools and modernization projects.

Job Responsibilities:

- Assisting the Facilities Development Manager in the development of project scope and coordination of architectural planning, design, funding, and development of school facilities
- Assisting in coordinating the pre-construction program activities and related work products of those in other District branches and departments such as the Office of Environmental Health and Safety, Real Estate, Community Outreach, School Management Services/ Master Planning and Demographics, Maintenance and Operations, Project Execution, Facilities Contracts, and Procurement
- Assisting with resolving pre-construction project issues by helping to resolve differences of opinion, conflicts in schedules, and disagreements over the most efficient approach to asset surveying, planning for redevelopment and modernization of existing school facilities and/or creation of new facilities
- Coordinating with representatives from various utility and government agencies to obtain timely action on successive phases of project completion; and assisting with preparation of bid specifications and documents for interim housing, demolition and abatement, surveys, site assessment reports, and other pre-construction related activities.

Minimum Requirements:

Education: Graduation from a recognized college or university with a bachelor's degree, preferably in construction management, engineering, architecture, urban design or a related field.

Experience in addition to that listed below may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience: Four years of full time, paid-professional experience with responsibility for managing preconstruction activities, architectural planning, design, construction, or the development of major facilities. A master's degree obtained from a recognized college or university in architecture, engineering, construction management, urban design or related a field may substitute for up to two years of the required experience. Experience in K-12 facility planning, design, development and/or construction is preferable.

Special: A valid California Driver License. Use of an automobile.

Up to four years of experience as a construction inspector on school building projects may be substituted for up to two years of the required experience on a conversion rate of two years as a construction inspector for one year of the required experience.

Special: A valid California Driver License. Use of an automobile.

Benefits:

Insurance: We offer a choice of several medical, dental, vision, and life insurance plans for you and your family.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Senior Management employees enjoy 24 days of paid vacation each year.

Paid Holidays: Full time employees receive 13 paid days off each year.

Contact/How to Apply:

In order to be considered for this position, qualified candidates must visit <http://www.lausdjobs.org> to apply.

Click on the tab "APPLY NOW TAB" then "I AM A PROSPECTIVE EMPLOYEE" next ALL CURRENT JOB OPPORTUNITIES WILL BE LISTED IN ALPHABETICAL ORDER, search for the position and apply!

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information