

State of New Mexico- Public School Facilities Authority
Job Description

Employee		Employee ID	
Job Title	Regional Facilities Manager		
SHARE Title	Regional Manager	Position No:	00052645
Reports to	Senior Facilities Manager	Position No:	00052628
Job Code	7680	Pay Grade	18
Revision Date	08/27/2018	Revised by	LS

Job Purpose

Regional Facilities Managers are the core of the agency, and are responsible for carrying out the objectives of the agency and the Public School Capital Outlay Council (PSCOC), managing the planning, design, construction, and maintenance management of assigned public school facilities within the State of New Mexico. Incumbents are charged with undertaking a wide-variety of interrelated functions, and must have experience and knowledge in all areas of the process from planning to design to construction of facilities and structures. Know-how and accountability are extensive.

Duties and Responsibilities:

- Development of the district’s initial funding applications along with guidance through the awards process.
- Directs district administration personnel and associated professionals and provides technical assistance relative to the procurement process.
- Provide analyses and technical assistance to district with regard to: Assessment to determine renovate or replace; space utilization; phasing, financing and cost benefit analysis.
- Oversees the work of the district representatives with respect to Requests for Proposals (RFP), procurement of services, and the execution and completion of contracts.
- Manages the development of project agreements, project budgets, project bid processes, and oversees contractor selections.
- Represents the PSCOC/PSFA/Co-Owner at project meetings during all phases of planning, design and construction.
- Oversees the project design phase: periodic review and validation of scope of work, budget, schedule, value engineering, and plans and specifications; review and approval of design submittal phases: program statement, schematic design, design development and construction documents.
- Provides ongoing oversight throughout the projects: conducts weekly construction meetings, performs contractor’s request for pay, system administration for the projects and project closeouts; authorizes the issuance of purchase orders, change orders, and approves contractor invoices for payment.
- Provides direction and use of Construction Information Management System (CIMS) per each project.
- Trouble-shoots unforeseen construction circumstances and directs arbitration issues.
- Provides construction oversight – direct and indirect; coordinates the inspection of contractor's work insuring the project is on schedule within budget, and the construction specifications are met, attends substantial and final completions walk through, signs Certificates, accepts and reviews for compliance with the General Conditions Close-Out documents, approves final payment, obtains a written confirmation from the district representative that the project is complete and acceptable, submits final close-out package and as-built drawings to management.
- Evaluates physical life, health and safety deficiencies at district schools; determines the most cost effective corrective action; directs the district procurement process for related work; oversees project agreements and budgetary cost estimates at all assigned district school buildings, and provides oversight of all such efforts on behalf of the agency.
- Directs school districts in evaluation of current facility utilization; determines existing Capital Outlay need; assesses Facility Assessment Database (FAD) validation reports relative to assessment of schools with the greatest need; formulates program summary consistent with Public Schools Facility Authority adequacy standards.
- Identifies deficiencies related to the facilities of school districts, acquiring the funding and services required to remedy those deficiencies and to improve facilities, and ensures that those facilities and their improvements are properly maintained.
- Directs school districts in development of long-range comprehensive master plans including such factors as site selection and expected population growth and mobility.
- Facilitates agreements on design concepts and construction standards.
- Oversees all aspects of the day-to-day management of construction projects; monitors and coordinates work performed by architectural, engineering and construction firms.
- Researches and prepares various reports pertaining to operations, equipment, policies, procedures and/or other issues, as appropriate to report to the PSCOC as required providing clarifications and updates on projects.
- Assists districts in the development of educational specifications.
- Assist and coordinate post occupancy evaluation.

Knowledge, Skills, and Abilities Required

- Ability to develop and present building estimates and feasibility studies.
- Ability to read schematics and blueprints and/or technical manuals.
- Knowledge of architectural design and planning principles and procedures.
- Technical knowledge of building components and their function.
- Knowledge of building components, life cycle values, and maintenance requirements.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to resolve customer complaints and concerns.
- Knowledge of contractor compliance issues and procedures, as applicable to a public institution.
- Knowledge of the operating practices of construction, architectural and building firms.
- Ability to provide technical guidance and/or supervision to architects, structural engineers, and independent building contractors.
- Knowledge of federal, state and local building codes, ordinances, and regulations.
- Ability to make complex operating, administrative, and procedural decisions.
- Knowledge of procurement rules and regulations.
- Knowledge of contract documents and specifications.
- Ability to negotiate and manage contractual arrangements.
- Skill in organizing resources and establishing priorities.
- Skills in workflow analysis and management.
- Ability to assess contract compliance and product/service quality.
- Ability to perform site inspections and/or approve installations.
- Ability to develop and deliver presentations.

Minimum Education and Experience

Bachelor's Degree in Engineering, Architecture, Construction Management or Related field. Five to seven years of experience in construction project management, engineering, architecture or planning and design, of which at least three years must have been in construction project management. Experience or education may be substituted for one another at the discretion of the director.

Licenses/Certifications Preferred:

Construction Specifications Institute (CSI):

- Certified Construction Documents Technologist (CDT)
- Certified Construction Contract Administrator (CCCA)

Working Conditions

Work is normally performed at a central office work environment, and in, around and on top of school facilities. Evening and weekend work may be required as job duties demand. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

When offsite at school facilities or a construction site, worker is required to ascend and descend ladders and stairs, using feet and legs and/or hands as needed to evaluate building conditions. Occasional balancing, stooping, kneeling, crouching, and crawling in a variety of outside and inside areas, often in close quarters, narrow aisles or passageways, crawl spaces, small enclosed rooms, and other areas that may cause claustrophobia. Work involves moderate exposure to a variety of extreme conditions at office and construction job sites, and may be exposed to unusual elements such as extreme temperatures, fumes, dirt, dust, smoke, unpleasant odors, airborne particles, and loud noises. Some potential exists for exposure to hazards or physical risks which require following basic safety precautions.

Physical Effort

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. Moderate physical activity is required while performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands and fingers to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb (ladders), balance, stoop, kneel, crouch or crawl. Periodically, the employee ascends/descends a ladder to access roofs or other high areas during field and facility assessments for school buildings, construction sites, and surrounding structures. At that time some potential exists for exposure to hazards, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat, wind, and outdoor exposure to the sun or physical risks which require following appropriate basic safety precautions or wearing the appropriate personal protective equipment. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to stand and/or walk for more than six (6) hours per day.

Supplemental Information

Other Requirements: Extensive state travel is required. Must possess and maintain a valid New Mexico driver’s license.

Job Type: Full Time

Base of Operations: Along the I-40 Corridor and Eastern New Mexico

Disclaimer

This job description is intended to describe the general nature and level of work being performed by the employee assigned to this position. The description is not to be construed as an extensive list of all responsibilities, duties, and skills required of the employee. The agency director reserves the rights to add, modify, change or rescind the work assignments and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. This job description does not change the “at-will” employment relationship as indicated in the Policies for Governor Exempt Employees and the Exempt Position Statement. All personnel may be required to perform duties outside of their normal responsibilities, at any time, at the discretion of the director.

Signatures

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____