

EXHIBIT F

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EXHIBIT F - POSITION DESCRIPTIONS

The following descriptions provide a general overview of the typical duties and the minimum experience, education, and capabilities deemed necessary to successfully perform services required for each position. The District reserves the right to modify, substitute or waive qualifications at any time in the best interest of the District.



- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with Division of the State Architect (DSA) construction/design processes

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

Owners Authorized Representative I

Duties:

- Same as OAR II under appropriate supervision

Experience:

- 10 years experience in Project/Construction Management of Commercial and/or Public/Educational Facility Construction with full responsibility for coordinating complex projects with construction values in excess of \$15M

Additional Preferred Experience:

- Experience utilizing Building Information Modeling (BIM)
- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with Division of the State Architect (DSA) construction/design processes

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

Program Manager

- Policy, procedure, standards, project flow for Facilities building program
- Review/approval of EACs and Impact Statements (cost AND time)
- Development and oversight of program management systems and reports (i.e. EAC Tool, Smirnoff, offline reports, etc.)
- Program level financial reporting to Program Controls
- Collection and dissemination of Lessons Learned
- Gatekeeper for Owner added scope
- Responsible for the Closeout phase of the programs
- Provide training and guidance to project staff
- Perform supervisory lead and advisor duties
- Review of system outputs to determine areas of expos

- Logs & tracks a

- Oversees staff in the mai

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management
- Cali

Safety Specialist

Duties:

- Conducts construction site safety audits to identify improper procedures, checks equipment and facilities for hazardous conditions, and recommends corrective actions
- Monitors policies, procedures, programs, standards, and design criteria affecting construction safety at multiple construction projects
- Investigates complaints and on-site construction accidents to determine root cause and recommend effective hazard controls
- Conducts noise, ventilation, and gas testing at construction sites to determine if employees may be exposed to unhealthful conditions and makes appropriate recommendations
- Conducts construction safety and standard reporting procedure training for project managers and on-site employees
- Collects and analyzes injury, claim, and safety survey statistical data to write technical reports and make presentations to contractors and District management regarding contractor performance
- Coordinates construction safety activities such as project site safety audits and attends pre-bid and post-award contract meetings as a member of the Owner Controlled Insurance Program (OCIP) team
- Reviews construction Injury Illness and Prevention Programs (IIPPs) submitted by contractors for accuracy and conformance with safety standards
- Trains, assigns projects, and tasks to lower-level personnel, and reviews reports for completeness and accuracy (Construction Safety Specialist only)
- Performs related duties as assigned

Experience:

- 5 years of construction safety management experience in developing and implementing accident prevention programs for a large private or public organization

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Industrial or Environmental Engineering, Occupational Safety or Industrial Hygiene or closely related field.
- Completion of the OSHA 500 and 40-hour HAZWOPER courses is preferred

Preferred Licenses and Certificates:

- Certified Safety Professional (CSP) from the Board of Certified Safety Professionals (BCSP)
- Licensed Safety Professional (NSP)

- Establishes entitlement
- Develops impacted schedule analysis
- Evaluates damages
- Delay impact analysis
- Standard care evaluations
- Productivity analysis
- Merit analysis
- Contract/entitlement analysis
- Cause/effect analysis
- Schedule of analysis
- Assessment of damages
- Report preparation
- Claim Resolution
- Negotiation and mediation support
- Arbitration and litigation support
- Supervision
 - Coordinate and provide leadership for claims team supporting District New Construction projects
- Claim Management and Defense gim
 - Review and analyze project documents and records along with other pertinent information to establish support for the District's position
- Issue Management
 - Assist project staff with the management of issues affecting time and cost
 - Review drawings, specifications, submittals, RFI's, etc., to determine issue merit
 - Evaluate contractor's standard of care in managing issues
 - Evaluate issue contribution to the cause / effect of impacts such as disruption, re-sequencing and delays
 - Recommend issue management approaches t

- Experience with P3

Education:

- Graduation from a recognized college or university with a Bachelor's degree in

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- LEED Professional Accreditation

Design Manager

Duties:

- Same as Senior Design Manager under appropriate supervision

Experience:

- Minimum 10 years of experience managing the facilities design, or the planning and coordination of capital projects that included the overall design, contract administration, cost estimating, and scheduling activities.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture or Engineering

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- LEED Professional Accreditation

Design QA/QC Specialist

Duties:

- Under direct supervision and as part of the Quality Assurance / Quality Control Team, perform peer review of school designs and associated technical documentation
- Ensures compliance with LAUSD standards, guidelines and specifications
- Ensures drawings 2 9 3 . 3 6 3 1 7 . 2 2 T m 0 T 4 2 0 1 T m 0 j 1 2 0 0 1 8 (e e

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management
- Additional courses in Business Administration, Public Relations, Accounting, School Finance, Personnel Management, and Communication are preferable.

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an ArchTj11.9986 0 0 12 109 t

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Education:

- Graduati

- 5 years of the above project management experience advising public agencies in the delivery of

Additional Preferred Experience:

- Experience utilizing Building Information Modeling (BIM)
- Experience with LEED and/or Collaborative for High Performance Schools (CHPS) projects
- Experience with the Division of the State Architect (DSA) construction/design processes
- Experience with construction management

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering or Construction Management.
- Additional courses in Business Administration, Public Relations, Accounting, School Finance, Personnel Management, Educational Facilities Planning, and Communication are preferable.

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California State Board of Architecture or as a Professional Engineer by the California State Board for Professional Engineers, Land Surveyors and Geometers.



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Experience:

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- Identify and recommend policy changes to improve the effectiveness of the organization and delivery of projects
- Organize program and project l

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Director of Sustainability Initiatives

Duties:

- A direct report to the Director of Maintenance and Operations in support of the Facilities Services Division's requirements associated with the Board Resolutions regarding Sustainability.
- Represent the District on matters associated with New Construction and Existing Facilities as they relate to the Facilities portion of the Sustainability Program, as well as LEED and CHPS programs. This will include public presentations at conferences, interviews, panels, board presentations, and other District internal presentations.
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- Follows up with interpretation of contracts during the course of project implementation as needed
- Assists in the research of existing incentive and grant funding from all levels of government agencies, utility companies, and other resources
- Provides analysis of emerging regulatory and legislative information that may become available to the District, leading to new grant and incentive opportunities
- Provides analysis regarding alternative methods of RFQ, RFP, and Contracts from other relevant resources that may provide the opportunity to improve upon District documents
- Responds to public inquirie

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- Reviews preliminary drafts of environmental and planning documents, reviews CEQA legislation and rulings for applicability to schools and other District facilities and prepares legal documents to accompany projects.
- Performs other duties as assigned

Experience:

- 10 years experience managing the preparation of environmental planning documents.

Education:

- Graduation from a recognized college or university with a Bachelor’s degree.
- CEQA regulations; other federal, state and local environmental regulations; California Department of Education (CDE) – required environmental studies and checklists.

Preferred Education:

- A degree in Environmental Planning is strongly preferred

CEQA Project Manager:

Duties:

- Review and coordinate work conducted by CEQA Master Services Agreement (MSA) contractors in the areas of:
 - Notices of Exemption
 - Initial Studies
 - Negative Declarations / Mitigated Negative Declarations
 - Environmental Impact Reports
 - Risk Assessments of adjacent structures as identified by the California Department of Education such as pipelines, railroads, airports, freeways etc

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- Health and safety risk assessment
- Preliminary Environmental Assessment
- Remedial Investigation / Feasibility Study

Development of Removal Action Workplans / Remedial Action Plans

- Lead for mold and asbestos survey and mitigation
- Assist in contract development, and oversight of remediation contractors
- Establish and maintain project budgets and schedules pertaining to environme

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- Project scheduling
- Budgeting
- Land acquisition
- School design and construction
- Emergency response
- Waste disposal
- Demolition

Experience:

- 10 years experience in management of environmenta

- Develops and evaluates policies and procedures regarding systems and communication technology for the Facilities Services Division in conjunction with the organizations within FSD, various steering committees, and subordinate work groups
- Creates and manages the facilities technology strategy while ensuring coordination and the creation of standards consistent with those prescribed by the Information Technology Division
- Ensures that the systems implemented facilitate collaboration of data and knowledge sharing amongst all entities of the Facilities Services Division
- Responsible for systems and data security
- Creates and determines the scope of, and oversees a facilities technical support unit that has responsibility for cost

- Ensure that projects executed support the achievement of the overall business objectives the Facilities Services Division
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
- Develop project plans and associated communications documents including Project Charters
- Manage and oversee the work of IT Project Managers and Business Systems Analysts
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Manage client relationships to ensure the appropriate level of

- Leading the project technical and operational team, facilitating the project meetings and a

- If acting in the role of FTS Department management manage and supervise the work of application developers and DBAs in addition to

- Excellent interpersonal skills
- Possesses the ability to train, lead, and mentor
- Excell

- Create/Update/Assign OPEN ACS/ACS toolkit Groups to applications and users.
- Create and Deploy OPEN ACS/ACS application apm to acceptance and production environments.
- Develop application-based uploads based on SQLDR.
- Review and improve dynamic pages using the Open ACS template system.
- Write TCL code with embedded SQL queries to generate dynamic content
- Create AOL Dynamic Pages (ADP) to render graphical user interface (GUI).
- Monitor server logs to address application, database, and server errors and problems.
- Review and recommend PL/SQL and SQL enhancement to optimize performance.
- Ensure proper implementation of Open ACS APM, user and group permissiA

- Analyze probl

- Conduct site surveys and preparation of schematic diagrams for recommended and efficient installations.
- Unpacking of equipment and peripheral devices, and disposing of packing materials.
- Installation of equipment and associated peripheral d

- Responsible for maintaining and promoting the P6 automations.

Experience:

- Experience with large scale construction data integration efforts involving Expedition and ERP system a plus.
- Minimum 2 years experience with the Enterprise Technology (Building Design program) and implementation.
- Minimum

- Must possess strong relationships with craft unions and contractors, and have the ability to attain program success through partnership principles and procedures.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Business Administration, Public Administration, Construction Management, Marketing, o