

TITLE: Project Manager (Measure H)

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 22

SCOPE OF POSITION:

Under the direction of the Senior Director of Capital Projects, and in close coordination with the Senior Director of Facilities Planning and Operations, serves as the District's representative to oversee, plan, and supervise, the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct District capital projects. This position is limited to performing work in support of Measure H bond projects and will be eliminated once the funding has been exhausted. The Project Manager ensures that projects are planned, designed, and constructed and closed out according to District specifications, the Division of the State Architect (DSA), and all other agencies responsible for building and remodeling public facilities in the State of California.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Participates in the development of, and monitors construction projects; plans, designs, and schedules all construction work in support of Measure H bond projects.
2. Prepares preliminary and final project budgets; monitors commitments and expenditures and presents recommendations for budget adjustments to the Board of Trustees.
3. Oversees and supervises activities for District planning, design, and construction projects.
4. Develops and maintains project programs and schedules involving external agencies, clients, consultants, contractors, and sub-contractors.
5. Serves as liaison between District faculty, staff and administrators, and design professionals and engineers; coordinates activities of consultants in the preparation of project design, including drawings and specifications.
6. Coordinates the services of architects, engineers, contractors, inspectors and other consultants during project planning, design, construction, occupancy and post-occupancy and close out.
7. Maintains records for planning, design, and construction activities for assigned projects.
8. Conducts facility utilization reviews and measurements for inclusion in the District's space inventory documentation.
9. Coordinates and advises District faculty and staff design committees in the preparation of Initial Project Proposals (IPP) and Final Project Proposals (FPP).
10. Reviews and advises on completeness and constructability of design documents at design and review phases of project development.
11. Manages project procurement phase including preparation of Division 00-01 specifications, contractor outreach, pre-bid job-walks, bid evaluation and preparation of construction contracts.
12. Conducts pre-bid job site visits, preconstruction meetings and construction progress meetings.

KEY DUTIES AND RESPONSIBILITIES – Continued

13. Ensures that construction work completed complies with current building codes, and other regulatory requirements.
14. Conducts final inspections of projects, coordinates project construction closeout procedures and arranges for official acceptance of projects on behalf of the District.
15. Resolves job site conflicts by establishing review processes and mechanisms early in the project to minimize delays in job progress and potential impact on project budget.
16. Oversees post occupancy review process for projects.

KNOWLEDGE OF:

1. The Uniform Building Code (UBC), California Building Code, California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, Americans with Disabilities Act (ADA), and other related statutes; State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges; California Public Contracts Code and the Education Code; Division of State Architect protocols, procedures and requirements; LEED certification process; California Environmental Quality Act (CEQA) process and requirements.
2. Construction budget preparation and job cost accounting.
3. Generally accepted construction principles and practices as related to public works and community colleges and schools as well as methods of purchasing and contract administration in a community college environment.
4. Building and infrastructure materials, components, and systems; methods, practices, equipment, and supplies used in facility maintenance and construction, building and safety regulations.
5. AutoCAD, ERP systems, project management software, databases, and standard office productivity software.
6. Critical Path Scheduling (CPM) methodologies and principles, ability to develop and evaluate CPM schedules utilizing Microsoft Project or Primavera tools.

ABILITY TO:

1. Demonstrate project management skills, organize, direct, and successfully implement planning, design, and construction management of all types of construction projects in a higher education setting.
2. Manage the performance of architects, engineers and other professional consultants, contractors, sub-contractors, inspectors, and other building trades professionals.
3. Work effectively with multiple viewpoints and perspectives, regulatory agencies, stringent timelines and budgets.
4. Work with labor contracts and/or represented workforce.
5. Identify problems, develop alternative solutions, make decisions, and achieve consensus on a course of action in a complex and multi-disciplinary environment.
6. Interpret legal, technical, and construction documents.
7. Communicate clearly and effectively, and represent the Construction Planning Department and the District in a professional manner to District constituents, community members, and individuals involved in the planning, design, and construction of projects.

ABILITY TO – Continued

8. Effectively analyze and review construction documents such as architectural plans, bid documents, contract documents, and CSI indexes.
9. Organize and prioritize workload effectively to meet scheduled deadlines.
10. Influence and collaborate with diverse constituencies.
11. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree, preferably in a business, architecture, engineering or related field.

Experience:

Significant (5 years of full or part-time equivalent) experience in construction management and project management including management of multiple projects and/or increasingly complex construction projects with values in excess of \$5 million.

OTHER REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.