

FACILITIES PROJECT MANAGER

CLASS SUMMARY

Under administrative direction, plan, coordinate, manage and oversee all areas related to the improvement, renovation, modernization, repair, maintenance, replacement, and construction of District facilities; plan activities, phases of design, bid preparation, construction, close out and Division of State Architect certification; serve as liaison between the District, outside agencies and consultants; conduct a variety of analytical studies and prepare reports; manage and oversee contracts; may supervise and evaluate the performance of assigned personnel as deemed necessary.

REPRESENTATIVE DUTIES

Integrates and oversees facility planning activities for the construction, repair, replacement, renovations of facilities, equipment, systems and buildings to address district and instructional program needs in support of the District's Comprehensive Strategic Plan, Facility Master Plans, and other goals and objectives. This position oversees and manages all aspects of projects, from inception and planning through construction completion.

Inspect, monitor, verify and review work of consultants, contractors and vendors. Ensure performance and quality of work is per contract and specified appropriately. Ensure projects and activities are delivered in an effective and timely manner. Take corrective actions and propose improvements as necessary. Interface with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review. Assist in bid preparation for projects. Review bid document requirements, contractual language, notices of advertisement, specifications, and plan drawings. Conduct job walks, review bidder information and documents, and verify and make recommendations on bid awards. Ensure consultants and projects comply with District standards, applicable codes for school buildings or other, including other codes, laws, policies and procedures. Manage and maintain records and project document controls to be retained and archived. Identify proper scope of work for various types of projects and outline course of action to complete the project from inception to completion. Develop and monitor project schedule and budgets. Develop tables, charts and spreadsheets for project accounting. Evaluate and review budgets, costs and expenditures. Prepare, maintain and distribute reports and records as required by federal, state, local and district regulations. Advise administration on Board of Trustee agenda items and management issues affecting the department and or projects. Work with the college campuses and other district sites to evaluate and assess facility needs and develop appropriate budgets, scope of work, and recommendations for projects. Participate in developing long range and strategic plans for facilities and operations. Implement procedures and best business practices related to facilities planning, design, contracting, bidding and construction, safety, fiscal budget management, cost controls, scheduling and other project management or department tools as needed.

FACILITIES PROJECT MANAGER cont'd

DESIRABLE QUALIFICATIONS GUIDE

Knowledge and Abilities

Knowledge of:

Methods and execution of project management, budgeting, scheduling, contracts, planning and construction, materials, equipment, supplies related to facilities; Local, state and federal laws governing construction of community college facilities; Site selection and property acquisition procedures; California Environmental Quality Act, Storm Water Pollution and Prevention Programs, Hazardous Materials Abatement Programs, Energy Saving Incentives and Programs; Construction delivery methods: public bid, lease-leaseback, piggyback bids, California Multiple Award Schedule bids, multi-prime, etc.; Design process, design phases, design management, and school construction; Division of State Architect requirements and building codes, and other agency requirements for facility planning and construction.

Ability to:

Evaluate the quality of work performed by outside professionals and contractors; Ability to operate computer and assigned software, including scheduling software, CAD system and access drawings and plans in a facilities database management system; Communicate effectively with diverse constituencies within and outside of the district; Read, interpret, and evaluate construction plans/blueprints and specifications, including laws, policies, regulations and contracts; Manage multiple projects simultaneously.

Training and Experience

Bachelor's degree in engineering, architecture, construction management or other ~~facilities-related~~ degree related to area of assignment and five years of increasingly responsible management experience within the last eight years.

Demonstrated experience in managing local bond and state funded projects is preferred. Experience working in a California community college facilities management position is preferred. Possess a valid California driver's license.