

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Project Manager, Campus Capital Projects	Range: 24 (CL)	Management Schedule
Date Revised:		Date Approved:	5/12/2015
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice President, Administrative Services, plans, organizes and manages the operations and activities of district construction projects; coordinates construction, reconstruction, alteration, relocation, and other capital outlay projects; performs highly technical, skilled construction, and planning functions.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the administration, organization and integration of facility planning activities for the improvement, renovation, modernization, replacement and construction of campus facilities, equipment, systems and buildings to address campus and instructional program needs in support of the District's Strategic Plan, Master Plans, and other goals and objectives; oversees all aspects of capital projects, from inception and planning through construction completion.
2.	Confers with District and campus administrators regarding the building construction program and projected occupancy of facilities; serves as liaison between District administrators, construction personnel and governmental agencies staff and provide communication and feedback during the design, construction, and warranty phases of projects.
3.	Procures service, recommends contracts, and manages and coordinates information for construction inspectors, soils engineers, material testing and inspection labs, environmental consultants, hazardous materials consultants and other technical service consultants; obtains requisite reports, including CEQA reports, surveys and soils tests required by architects and engineers.
4.	Oversees and coordinates teams of outside consultants including architects, engineers, inspectors, program and/or construction management consultants, during the design and construction process to ensure projects are delivered in an effective, timely and responsible manner and are in compliance with District standards, applicable laws, codes, rules and regulations.
5.	Assists in bid preparation for projects; reviews and interprets architectural drawings and provides comments to the design consultants regarding constructability, performance, efficiency, and compliance with District standards; confers with technical consultants regarding architectural, structural, civil, electrical, mechanical, landscaping and specification issues; develops plan phases for projects, logistics plans and recommends amendments to plans to maximize the success of projects.
6.	Analyzes and evaluates the scope and cost of contractor and consultant proposals; reviews bidder information and documents, and verifies and makes recommendations on bid awards; assists in the pre-qualification of contractors.
7.	Attends and conducts conferences, pre-bid walks and pre-construction meetings with contractors to explain and clarify construction features, contract requirements and document submittal policies.

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8.	Prepares summary reports of the design process, scheduling and budgetary status; undertakes record keeping and project document controls to ensure files are properly provided, updated, retained and archived.
9.	Identifies proper scope of work for various types of projects and outlines proper course of action to complete the project from inception to completion.
10.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities; assures the timely preparation, maintenance, and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.
11.	Advises administration on Board of Trustee agenda items and management issues affecting the department and or projects.
12.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned
13.	Develops 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.
14.	Analyzes contractor claims, requests, and schedules and provides recommendations and feedback; resolves issues timely and interfaces with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
15.	Maintains communication with District, college, and School of Continuing Education administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate activities; meets with various stakeholders and staff to plan, develop and implement programs and provide support services in an effective manner.
16.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
17.	Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees.
18.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
19.	Perform other duties as assigned.

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WORKING RELATIONSHIPS

The Project Manager, Campus Capital Projects maintains frequent contact with students, faculty, staff, management, the community, various departments, local governments and outside agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree in engineering, architecture, construction management or other facilities related degree.

Five (5) years of increasingly responsible management experience within the last eight years in areas noted.

Demonstrated experience in managing local bond and state funded projects is preferred. Experience working in a California community college facilities management position is preferred.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

SPECIAL REQUIREMENTS

Valid California Driver's License.

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations to visit sites; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to interpret, apply and explain laws, regulations, policies and procedures.
Ability to assess, analyze, implement and evaluate project activities.
Ability to analyze situations accurately and adopt an effective course of action.
Ability to plan, organize, coordinate manage and expedite projects related to assignment.
Ability to develop, prepare and administer project budgets.
Ability to meet schedules and time lines.
Ability to work independently with little direction.
Ability to understand and follow oral and written directions.
Ability to communicate efficiently both orally and in writing.
Ability to supervise, train and provide work direction to others.
Ability to establish and maintain effective working relationships with others.
Ability to read, interpret, and evaluate construction plans/blueprints and specifications, including laws, policies, regulations and contracts.
Ability to manage multiple projects simultaneously and manage the quality of work performed by outside professionals and contractors.
Ability to utilize CADD system and access drawings and plans in the California State Chancellor's Office FUSION program.
Ability to operate computer and assigned software.
Ability to drive a vehicle to conduct work and visit multiple facilities and active construction sites.
Knowledge and understanding of bid document requirements, contractual language, notices of advertisement, specifications and drawings.
Knowledge and understanding of design processes, design phases, design management, school construction, coordination of sub consultants, the steps necessary for proper project management and accountability, including current construction costs and practices.
Knowledge of methods and execution of project management, budgeting, scheduling, contracts, planning and construction, materials, equipment, supplies related to facilities.
Knowledge of local, state and federal laws governing construction of community college facilities, i.e., Title 24 of the California Code of Regulations (California Building Standards Code), and American with Disabilities Act (Title II and III).
Knowledge of California Environmental Quality Act, Storm Water Pollution and Prevention Programs, Hazardous Materials Abatement Programs, and Energy Saving Incentives and Programs.
Knowledge of District organization, operations, policies and objectives.
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
Knowledge of record keeping procedures.
Knowledge of budget preparation and maintenance.
Knowledge of appropriate software and databases.
Knowledge of Building Information Modeling (BIM) and clash detection.
Knowledge and understanding of safety practices and requirements to comply with various safety and hazardous materials training requirements such as those required by the Occupancy Safety and Health Administration (OSHA) and National Institute for Occupational Safety and Health (NIOSCH).
Knowledge of public bidding processes.
Knowledge of state and local agency laws and regulations, such as the Division of State Architect (DSA), Division of Industrial Relations (DIR), California Department of Education, building codes, and other governmental agency requirements for facility planning and construction.
Knowledge of various construction delivery methods i.e., design-bid-build, lease-leaseback, design-build, CM multi-prime, piggyback bids, California Multiple Award Schedule (CMAS) bids, etc.
