



PROJECT MANAGER

DEPARTMENT: Operations
COLLEGE: Central Services
SALARY GRADE: [A2/A3 - G](#)

POSITION PURPOSE:

Under the direction of the Executive Director of Facilities or an assigned Bond Director, acts as the District's representative to oversee, plan, organize, and direct work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct District projects funded by multiple funding sources. The Project Manager directs liaison activities between project stakeholders and contractors, subcontractors, design professionals, consultants, and engineers during the planning, design, construction, and post-occupancy evaluation phases of specifically assigned capital projects; ensures that projects are planned, designed, and constructed according to applicable codes, regulations and standards.

NATURE and SCOPE:

The Project Manager is the administrator who oversees and directs the Construction Manager, Design Teams, and the planning, design, and construction activities related to maintenance, scheduled maintenance, and related projects.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Direct liaison activities between project stakeholders and contractors, subcontractors, design professionals, consultants, and engineers during planning, design, construction, and post-occupancy evaluation phases assigned to capital projects.
2. Plan, organize, oversee and direct the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct projects.
3. Oversee assigned Bond projects; responsible for the success of projects including: safety, financial, quality, scope, schedule, budget and environmental compliance.
4. Ensure projects are planned, designed, and constructed according to specifications.
5. Oversee and direct District and contractor personnel in planning design, construction, testing, start-up, acceptance and closeout of assigned projects.
6. Represent the District and/or the College at campus meetings and at meetings with other agencies.
7. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment.
8. Create and track a project budget including all related soft and hard costs.
9. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Uniform Building Code (UBC), California Architectural Barrier Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), Title 24 California Building Standards Code, American Disabilities Act (ADA), and other related statutes.
2. State of California Capital Outlay and Deferred Maintenance Programs for Community Colleges.
3. California Public Contracts Code and Education Code.
4. Construction budget preparation; job cost accounting.
5. Legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
6. Accepted construction principles and practices as related to public works, community colleges and schools.
7. Methods of purchasing and contract administration in a community college environment.
8. Technical background of different building and infrastructure materials, components, and systems.
9. Methods, practices, equipment, and supplies used in facility maintenance and construction.
10. Building and safety regulations.
11. AutoCAD and ERP systems and project management software.
12. Business and engineering mathematics.
13. Record keeping principles and practices.
14. Varying types of skills used on construction projects (i.e. plumbing, building, mechanical, electrical, fire and life safety, concrete, steel, and heavy construction).
15. Technical processes involved in the planning, design, and construction or renovation, remodel and new capital construction projects.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals.
3. Principles of project management and supervision in a higher education setting.
4. Demonstrated experience with contractors, sub contractors, inspectors, and other building trades.
5. Manage multiple projects and/or an increasingly complex set of projects.
6. Solve problems with initiative and ingenuity.
7. Work with regulatory agencies, stringent timelines and budgets.
8. Work independently; self motivated.
9. Experience working with labor contracts and/or represented workforce.

Education and Experience:

1. Bachelor's Degree in a related field.
2. Four years construction management and project management experience.

Preferred Qualifications:

1. Extensive, progressive construction management and project management experience preferred.

License and Certifications:

1. Possession of a valid California Driver's License.
2. Possession of a California Operators License.
3. California registration as a licensed engineer or architect preferred.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to some travel to conduct work and physical activities.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.

2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: December 2009; Revised: April 2021

Ed Code: H-11

Creditable Service: PERS