



## **PROJECT MANAGER I – FACILITIES**

### **DEFINITION**

Under direction, performs a variety of project management assignments related to the planning, design, construction, and close-out of construction, maintenance, and capital projects; manages assigned maintenance and minor rehabilitation projects and ensures work quality and adherence to District standards; directs liaison activities between the Colleges, contractors, consultants, and various project stakeholders during all phases of the project; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned management personnel. Exercises technical and functional direction over and provides training to staff on a project basis.

### **CLASS CHARACTERISTICS**

This is the entry-level classification in the Project Manager series. Initially under close supervision, incumbents perform routine project management assignments. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level typically exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the Project Manager in that the latter performs the full range of project management duties for the more complex projects including projects funded by multiple sources of funding, projects requiring submittals to the Division of the State Architect (DSA) or any Authorities Having Jurisdiction (AHJ), and/or large-scale, multimillion projects.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Provides support in managing District construction, maintenance, and/or capital projects from initial planning and design through construction and close-out; manages maintenance and minor rehabilitation projects; performs construction management for projects of various size; ensures project compliance with District standards and close-out requirements.
- Serves as a liaison and coordinates projects with College staff, contractors and construction managers, architects, engineers, inspectors, other consultants and project stakeholders, and College Administration; participates in and/or leads project coordination meetings.
- Provides engineering, technical, and administrative support to Project Managers, Directors of Capital Construction, Executive Director, and Facilities/Maintenance Department including preparing requisitions and contracts, maintaining websites, databases, and filing systems, gathering and updating facilities conditions assessment data, preparing and maintaining reports and records, and maintaining and organizing the District's plan room.
- Assists in developing and monitors project budgets and schedules; reviews invoices to ensure compliance with contract and scope of work; maintains and adjusts schedules; manages change order requests; prepares contract addendums when needed.
- Participates in the procurement of contractors and consultants; prepares bid documents; coordinates and leads bid walks; reviews proposals and provides recommendations for selection; provides support in preparing and administering contracts; directs, reviews, and reports on the work performed by

consultants and/or contractors.

- Reviews closeout documents, warranties, and operations manuals for all bond funded and non-bond funded projects to ensure District requirements are met.
- Works with management to design, maintain, and continuously improve the computerized work order and charge-back application system; participates in evaluating new and/or alternative application systems.
- Gathers and reviews data and prepares reports and supporting documents for projects; prepares and maintains signs, photos, and maps as needed.
- Provides information to District staff, project stakeholders, and the community on assigned projects; answers questions and responds to request for information.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of**

- Basic principles and practices of project management and engineering including budget allocation and monitoring, scheduling, contract administration, cost accounting, and job site coordination.
- Methods, techniques, and practices of data collection, data entry, and report writing.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability To**

- Demonstrate an 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.
- Coordinate assigned projects with internal and external agencies and individuals.
- Read and interpret basic construction plans and shop drawings.
- Perform construction management for assigned projects by monitoring construction progress and reviewing progress payments and submittals.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures, and practices of human resources administration.
- Review project documents for completeness and accuracy.
- Gather and compile data and prepare a variety reports.
- Prepare clear and concise correspondence, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the

course of work.



**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate degree from an accredited college or university in construction management, project management, industrial design, architecture, or a related field, and four (4) years of experience performing technical engineering support work, construction inspection or management, and/or facility maintenance management.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions; when working outdoors, employees are exposed to inclement weather conditions, loud noise levels, and dust.

**Salary Grade:** C4-65

**FLSA:** Non-Exempt

**EEO Code:** H-30

**Board Approved:** 02/12/2024