



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

---

### **IT Construction Manager (Measure H)**

A Classified Supervisory (Exempt) Position  
Grade 189E – Salary Schedule 35

---

#### **A. General Statement**

Under general direction from the Chief Technology Officer acts as the District's technology representative to oversee, plan, organize, and supervise, the work of technical contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct District capital projects. This position is limited to Project Manager I performing work in support of Measure H bond projects and will be eliminated once the funding has been exhausted. The IT Project Manager acts as the liaison between project stake holders and contractors, subcontractors, design professionals, consultants, engineers, and college and district administration during the planning, design, construction, and post-occupancy evaluation phases of specifically assigned capital projects; ensures that projects are planned, designed, and constructed and closed out according to District specifications and IT standards. Consequences of errors in judgment will be costly in potential construction change orders, negative impacts on operation of the subject facilities and ability to delivery instruction and / or student and community services appropriately, effectively and efficiently over the useful life of the facility (25-50 years).

#### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Represents ITS interests at construction meetings at the District and Colleges
2. Assists with the development and enforcement of technology standards for instructional and non-instructional projects
3. Responsible for keeping ITS staff updated on construction projects
4. Participates in the development of and monitors the technology component of construction project programs, plans, designs, schedules
5. Prepares preliminary and final technology project budgets, monitors commitments and expenditures and presents recommendations for budget adjustments as appropriate
6. Oversees and supervises activities for a variety of District planning, design, and construction projects
7. Works on-site with contractors to insure that all work meets IT standards and responds to questions as they arise

8. Acts as liaison between District faculty and staff stakeholders and administrative staff, and design professionals and engineers, and coordinates activities of these consultants in the preparation of project design, including drawings and specifications
9. Coordinates the services of architects, engineers, contractors, inspectors and other consultants during project planning, design, construction, occupancy and post-occupancy and close out
10. Maintains all necessary records for planning, design, and construction activities for assigned projects, including: network, telephone and audio-visual equipment
11. Reviews and comments on completeness and constructability of design documents at appropriate design and review phases of project development
12. Assists project procurement including preparation of technology specifications, contractor outreach, pre-bid job-walks, bid evaluation and preparation of construction contracts
13. Conducts pre-bid job site visits, preconstruction meetings and construction progress meetings
14. Oversees that construction work completed complies with District technology standards
15. Conducts final inspections of technology projects as assigned, coordinates project construction closeout procedures and arranges for official acceptance of projects on behalf of the District
16. Oversees post occupancy review process for projects as assigned
17. Performs other related duties as assigned

### **C. Requirements**

1. Possession of a Bachelor's degree, preferably in a computer science, business, architecture, engineering or technical field of study or equivalent training and experience
2. A minimum of three (3) years of successful work experience in construction management and project management that has included management of multiple projects and/or increasingly complex construction projects with values in excess of \$1 million
3. Previous experience supporting a wide range of technology infrastructure, including data networks, telephone, audio-visual and digital signage
3. Demonstrated project management skills, experience, knowledge along with the ability to organize, direct, and successfully implement planning, design, and construction management of all types of construction projects in a higher education setting
4. Demonstrated experience in managing the performance of architects, engineers and other professional consultants, contractors, sub-contractors, inspectors, and other building trades professionals
5. Comfortable working with multiple viewpoints and perspectives, regulatory agencies, stringent timelines and budgets
6. Demonstrated sensitivity to and the ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty and staff, including those with disabilities

OR

An equivalent combination of education and experience

### **D. Physical/Other Requirements**

This position requires excellent oral and written communication, visual inspection, attention to detail, multi-tasking, comparison and analysis of detailed reports and complex data; bending stooping, climbing, reaching, pulling, pushing; must have the ability to lift heavy equipment and materials (up to 40 lbs); driving a motor vehicle, negotiations and reasoning, communication in small/large groups, in order to perform the essential job functions.

### **E. Knowledge, Skills & Abilities**

1. Basic understanding of modern data networks and the key components that make up LANs, WANs, wireless connectivity, network security, cabling/wiring infrastructure and related technologies

2. Ability to discuss technical issues to non-technical staff in a manner that is clearly understood
3. Familiarity with building technology infrastructure
4. Demonstrated skill in construction budget preparation and job cost accounting
5. Knowledge of 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
6. Knowledge of ERP systems, project management software, databases, and all standard office computer applications
7. Ability to work with labor contracts and/or represented workforce
8. Ability to identify problems, develop alternative solutions, make decisions, and achieve consensus on a course of action in a complex and multi-disciplinary environment
9. Skill in interpreting legal, technical, and construction documents
10. Ability to communicate clearly and effectively and to represent the Information Technology Department and the District in a professional manner to District constituents, community members, and individuals involved in the planning, design, and construction of projects
11. Ability to effectively analyze and review construction documents and technical drawings such as architectural plans, network layout, bid documents, contract documents
12. Ability to organize and prioritize workload effectively to meet scheduled deadlines
13. Skill in being a self-motivated team player with the ability to work independently, influence, and collaborate with diverse constituencies
14. Previous experience in an educational setting with responsibility for technology support, facility planning, maintenance, and construction management, with demonstrated skills in supervision, budget development and execution, crisis management, project management, negotiation, team building; and interpersonal skills

(1/2015)