



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Project Manager I (Measure H)

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

A. General Statement

Under general direction from the Director of Capital Projects, acts as the District's representative to oversee, plan, organize, and supervise, the work of 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 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. 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. Participates in the development of and monitors construction project programs, plans, designs, schedules.
2. Prepares preliminary and final project budgets, monitors commitments and expenditures and presents recommendations for budget adjustments as appropriate
3. Oversees and supervises activities for a variety of District planning, design, and construction projects.
4. Develops and maintains project programs and schedules involving external agencies, clients, consultants, and contractors, and sub-contractors.
5. 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.
6. Coordinates the services of architects, engineers, contractors, inspectors and other consultants during project planning, design, construction, occupancy and post-occupancy and close out.
7. Maintains all necessary records for planning, design, and construction activities for assigned projects.

8. Conducts facility utilization reviews and measurements to input into District's space inventory documentation.
9. Coordinates and advises District faculty and staff design committees in the preparation of Initial Project Proposals (IPP) and Final Project Proposals (FPP).
10. Reviews and comments on completeness and constructability of design documents at appropriate design and review phases of project development.
11. Manages project procurement phase including preparation of Division 00-01 specifications, contractor outreach, pre-bid job-walks, bid evaluation and preparation of construction contracts.
12. Conducts pre-bid job site visits, preconstruction meetings and construction progress meetings.
13. Oversees that construction work completed complies with current building codes, and other regulatory requirements.
14. Conducts final inspections of projects as assigned, coordinates project construction closeout procedures and arranges for official acceptance of projects on behalf of the District.
15. Resolves job site conflicts by establishing review processes and mechanisms early in the project to minimize delays in job progress and potential impact on project budget.
16. Oversees post occupancy review process for projects as assigned.
17. Performs other duties as assigned.

C. Requirements

1. Possession of a Bachelor's degree, preferably in a 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. 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.

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. Working knowledge of the: Uniform Building Code (UBC), California Building Code, California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, Americans with Disabilities Act (ADA), and other related statutes; State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges; California Public Contracts Code and the Education Code; Division of State Architect protocols, procedures and requirements; LEED certification process; California Environmental Quality Act (CEQA) process and requirements.
2. Demonstrated skill in construction budget preparation and job cost accounting.

3. 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.
4. Knowledge of different building and infrastructure materials, components, and systems; methods, practices, equipment, and supplies used in facility maintenance and construction, building and safety regulations.
5. Knowledge of AutoCAD, BIM, ERP systems, project management software, databases, and all standard office computer applications
4. Knowledge of Critical Path Scheduling (CPM) methodologies and principals, ability to develop and evaluate CPM schedules utilizing Microsoft Project or Primavera tools
6. Ability to work with labor contracts and/or represented workforce.
7. Ability to identify problems, develop alternative solutions, make decisions, and achieve consensus on a course of action in a complex and multi-disciplinary environment.
8. Skill in interpreting legal, technical, and construction documents.
9. Ability to communicate clearly and effectively and to represent the Facilities Planning Department and the District in a professional manner to District constituents, community members, and individuals involved in the planning, design, and construction of projects.
10. Ability to effectively analyze and review construction documents such as architectural plans, bid documents, contract documents, CSI indexes.
11. Ability to organize and prioritize workload effectively to meet scheduled deadlines.
12. Skill in being a self-motivated team player with the ability to work independently, influence, and collaborate with diverse constituencies.
13. Previous experience in an educational setting with responsibility for 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.

(3/2015)