

FACILITIES PROJECT MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M4	10/01/07	Classified	1 of 2

DEFINITION: The Facilities Project Manager plans, organizes and administers major construction projects including improvement, modification and construction of facilities throughout the District. Provides oversight of contract design, professionals, and construction contractors throughout the construction process.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Assists the Chief Facilities Planner and campus management in the preparation, coordination, development and maintenance of the Facilities Master Plan.
- Manages college, State and local Bond funded construction projects;
- Ensures facilities planning and construction activities are performed in conjunction with local, State and Federal agencies; ensures that funding release requests for specific projects adhere to State required submittal timelines.
- Provides assistance to managers, faculty, staff and students on building and college facilities planning, including the development of project specifications and equipment needs for projects and in coordinating the planning functions with the project architects and engineers.
- Assists the Chief Facilities Planner in serving as a District liaison to local, State and Federal facility planning agencies, architects, engineers, and technical consultants, inspectors and contractor representatives related to facilities planning, approvals, funding, and construction.
- Plans, organizes, coordinates and manages assigned facility projects, including plans and specifications, bid documents, contract awards, project management, construction, change orders and contract completion acceptances, and construction close-out.
- Provides budget expenditure control administration for assigned planning, construction and maintenance projects; gathers financial data and project status information for inclusion in staff, committee and Governing Board reports.
- Participates in the continued evaluation and improvement of the facilities and planning functions of the District.
- Initiates consultant and construction contracts; directs and reviews the work of architects and other consultants; monitors design professional and construction contractor compliance with budget and schedule; observes construction for quality and conformance with contract requirements in accordance with inspection requirements; represents the District at construction meetings with design professional and contractors.
- Directs preconstruction services and activities to establish conformity of the project plans and documents; leads planning for swing space development and for departmental relocation move management
- Manages all warranty period claims and dispute resolutions.
- Coordinates disposal or sale of furniture, fixtures and equipment made surplus by the project and plans temporary storage for items to be retained.
- Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS:

Knowledge Of: Project management fundamentals; managing the planning, design and construction of new buildings and renovations; submittal requirements of the Department of State Architect and the California Department of Finance; the California Environmental Quality Act; Americans with Disabilities Act; Public Contract Code and applicable California Code of Regulations.

Ability To: Organize, implement and direct complex management activities in the areas of construction and planning; manage several complex projects simultaneously; weigh the relative costs and benefits of potential actions; effectively communicate orally and in writing; effectively supervise and direct design professionals, consultants and contractors; prepare, interpret and work with plans, specifications, schematics, diagrams and drawings; communicate effectively both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Equivalent to the completion of a Bachelor's degree in Construction Administration, Architecture, Engineering or related field.

Experience: Four (4) years of increasingly responsible construction project management or related experience.

License: Possession of, or ability to obtain a valid California Drivers License.