

## Facilities Project Manager

### Definition

The Facilities Project Manager plans, organizes and administers major construction projects including improvement, modification and construction of facilities throughout the District and provides oversight of contract design, professionals, and construction contractors throughout the construction process. Additionally, this position is responsible for building management and maintenance of the District Office Building.

### Examples Of Duties

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 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 professionals 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.

**Salary Grade:** M5

**EEO Category:** Exec/Admin/Managerial

**Represented Status:** Management

**Effective Date:** 03/01/15

### Facilities Project Manager

- Supervises the District Office Custodian
- Manages the database input and update for the Districtwide Americans with Disabilities Act (ADA) Transition Plan. Identifies, defines, and prepares scopes of work to consolidate projects for contract execution when funding becomes available to remove the barriers to access identified within the Transition Plan.
- Reviews State guidelines on space allowances and capacity/load ratios, and provides data, charts and information needed for analysis by others. Coordinates Districtwide input to space inventory and scheduled maintenance plans.
- Revises and maintains District policies and business procedures related to facilities and capital improvements. Researches educational, civil, and contract codes to ensure compliance with legal and regulatory changes. Drafts and submits changes for consideration through the shared governance process. Revises and maintains procedural guidelines and process flowcharts for use as desk and service guides within the district.
- Services as the District liaison and support for staff for real estate issues. Maintains copies of leases and real estate documents related to land, facilities, cell sites, easements, property boundaries, and deeds. Researches historical files with cities and the county, and resolves issues related to real estate and ownership and use. Works collaboratively with consultants to gather and prepare information related to new real estate initiatives, to include gathering historical information, conducting data research and interface with local agency planners.
- Manages and maintains the District Office building: renew, coordinate, and manage contracted services; write job scopes, and requisitions for building, projects and maintenance; manage building repair and improvement projects; coordinate responses to employee service requests, and perform facility inspections.
- Performs other related duties as assigned.

### 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.

#### Skill/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.



**Facilities Project Manager**

- 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.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**Education/Experience**

- A bachelor’s degree from an accredited college or university, or the equivalent, in construction administration, architecture, engineering or related field.
- Four (4) years of increasingly responsible construction project management or related experience.

Adopted: 10/01/07

Revised: 03/01/15