

## FACILITIES PROJECT MANAGER

### DEFINITION

Participates with and represents responsible campus and District administrators in the development of overall implementation plans, budget, and fiscal control for assigned campus construction and renovation projects; coordinates the implementation of these plans; and provides technical direction to the project, including the administration of all contracts.

### TYPICAL DUTIES

- Assists campus administrators with the development of building, construction, and renovation plans by consulting with architects, engineers, and appropriate campus and District staff.
- Provides details, technical project descriptions, and specifications for contract architects and/or architectural and engineering staff.
- Gathers data, develops project budgets, and implements appropriate budgetary control procedures for all phases including design, construction, and group II equipment.
- Prepares applications for projects and submits project information for review or approval to the Board of Trustees, California Community Colleges Chancellor's Office, and others.
- Coordinates projects with ongoing or proposed major maintenance programs, equipment needs, land acquisition, project design, contract solicitation, project inspection, and the Division of the State Architect.
- Maintains liaison with college administration throughout planning and construction phases to provide information on project operations and progress and to receive input on the plans, schedules, interests, and concerns of the college regarding the project.
- Confers with college maintenance and operations staff on matters that may impact their ability to effectively maintain and operate the facility under construction.
- Responds to concerns, requests, and questions from campus administration regarding the project.
- Monitors the entry of data related to approved projects and facilities inventory into the District's computerized reporting system.
- Provides ongoing management of construction/renovation projects representing the interests of campus and District administrations including directions to the architect, engineer, and construction inspector, implementation of budget controls, project bid ability, construct ability, bid specifications, change orders, administration of various contracts, management of the inspection, and other project management requirements during the preliminary planning, documentation bidding, and construction phases of various projects.
- Assists in the review and approval of contractors' proposed construction schedules.
- Assists in the review and evaluation of construction project progress and approval of requests for payment.
- Monitors construction document status, submittals, and as-build drawing preparation.
- Reviews requests for clarification and assists in interpretation of construction documents.
- Assists in processing and negotiating cost, scheduling change orders, and resolving disputes.
- Coordinates project close-out and move-in activities.

## TYPICAL DUTIES (Cont.)

Interfaces and assists fiscal services in reconciliation of the Capital Outlay Fund to the general ledger and the filing of claims for reimbursement.

Assists in the coordination of construction planning events with purchasing and contracts for scheduling and acquisition of equipment.

Advises commissioned architects, engineers, consultants, and contractors about District design and construction policies, requirements, and standards.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **Facilities Project Manager** participates with and represents college and District staff in the development and administration of plans for assigned campus building construction and remodeling projects; technically reviews and submits project plans and applications to the California Community Colleges Chancellor's Office for approval; develops project budgets and fiscal controls and approves expenditures; coordinates the implementation of approved projects with various District, state, and local jurisdictions; and maintains liaison with campus and District administration throughout project development and construction.

A **Senior Construction Inspector** serves as the resident inspector for the District at construction sites; performs continuous inspection of all phases of assigned construction including materials, methods, and workmanship; and checks for compliance with plans, specifications, and regulations. An incumbent in this classification must possess a Class 1 inspector certification issued by the Division of the State Architect.

A **Director of Facilities Planning and Development** assists the Executive Director of Facilities Planning and Development in the overall administration of the business affairs of the department and assumes responsibility for the Executive Director of Facilities Planning and Development in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

## SUPERVISION

General supervision is received from the Director of Facilities Planning and Development. Functional supervision is exercised over commissioned architects, engineers, consultants, and contractors employed by the District on an assigned project.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of facilities planning as related to methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instructional and service provision of temporary facilities, and adaptability to multi-functional usage

General characteristics and relative costs of various methods of construction, architectural features, and building and room design for all types of school uses

Principles of architectural and engineering design and project management

Knowledge of: (Cont.)

Principles of budgetary planning and management  
Principles of construction scheduling  
Characteristics and use of various methods of graphic presentation and construction documentation cartography  
Principles of construction technology and construction management  
Applicable state and local building codes/regulations and review procedures  
Recordkeeping procedures  
Capabilities of computer applications, systems, and hardware used in facilities planning and development

Ability to:

Plan, organize, and control projects throughout various stages of project progress  
Represent the interests of campus and District administrations relative to assigned projects  
Analyze and interpret complex information  
Read and interpret architectural plans and specifications  
Interpret technical materials such as building and attendance codes, standards, and regulations  
Anticipate conditions, plan ahead, establish priorities, and meet schedules  
Act independently and promptly to situations and events  
Prepare clear, concise, and effective oral and written communications, reports, and presentations  
Maintain accurate and complete records  
Communicate effectively with architects, consultants, contractors, and District administrators  
Effectively utilize computer equipment, software, and hardware in the performance of duties  
Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized four-year college or university preferably with a degree in architecture, construction management, engineering, or a related field **AND** three years of full-time paid professional-level experience in planning facilities or managing the construction of educational, governmental, or commercial building projects. Experience with the planning and construction of educational facilities is highly desirable.

Special:

A valid Class "C" California driver's license.  
Access to an automobile.