

Construction Project Manager
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of the Director, Construction, the Construction Project Manager will provide effective leadership in promoting and articulating the mission of the District. The Manager is responsible for managing and directing scheduled maintenance, including: hazardous materials, capital construction and special projects; coordinate and supervise the construction process from the conceptual development stage through post occupancy and warranty period, in a timely and cost effective manner; oversees the organization, planning, bidding, scheduling, and implementation of projects; coordinate assignments and manage people, materials and equipment, budgets, schedules, and contracts; and provide for safety of District and College employees and the general public. The Manager will be required to travel between sites in the performance of duties as well as periodic travels to other destinations.

Examples of Duties

1. Manage multiple construction projects concurrently and represent the District's interest on construction projects.
2. Interface with the staff, faculty, administration, project architects, engineers and general contractors related to the initial program development, final program development, planning.
3. Assist in the development of Final Project Proposals, design, DSA submission, bidding and construction of capital projects, schedule maintenance projects, hazardous materials projects and special projects.
4. Interface with each Campus' facility planning and maintenance department and District facility planning and compliance department on programming, planning, construction documents, bidding, construction, equipment bid package/acquisition/installation and post construction issue management.
5. Participate in the development of contract specifications, as well as managing construction contracts and other professional service contracts as directed by the Director.

Examples of Duties (continued)

6. Act as the primary District contact on construction projects and orchestrate processes and procedures on all job sites, ensure that project budget expenditures remain within budget allocation, phase and schedule requirements, and provide the project team with the necessary resources to complete the project.
7. Assist in the development of project programs; evaluate and recommend various construction and delivery methods in the construction and/or renovation of existing buildings; assist in the development of the planning and scheduling of construction projects; prepare detailed construction budget estimates and schedules; implement District policy and procedures; oversee the performance of all contractors; ensure that all work is completed according to construction plans, specifications and schedule; and establish and maintain project files.
8. Direct and monitor the progress of construction projects; track the delivery of the construction product; participate in all construction meetings; provide direction in the implementation of the construction contract; and direct and monitor compliance with building and safety codes and all other regulations.
9. Review engineering and architectural drawings and specifications for accuracy and completeness; monitor progress and ensure compliance with plans, specifications, and schedules; track and control construction costs against the project budget; process Requests for Information and Change Orders; maintain meeting notes; participate in claims reviews; and may prepare periodic reports of progress and project status.
10. Meet regularly with College faculty staff, contractors, architects, and others to monitor and coordinate all phases of the construction project.
11. Plan, direct, review, and implement the activities, operations, and programs of College and District construction projects.
12. Assist in walking and preparing District space inventory and in inputting data in Fusion.
13. Assist in the assessment of College schedule maintenance and hazardous abatement material needs and development of initial scheduled maintenance programs that may be developed into submissions for State funding applications.
14. Implement, oversee, and participate in the development of the programs work plans; implement work activities, projects and programs; monitor project work flow; review and evaluate project status, compliance with document, methods and procedures.
15. Track, analyze, audit and report construction project change orders, RFP's, CCD's, SI's, IB's RFI's, pay requests for all projects assigned.

Example of Duties (continued)

16. Participate and serve on a variety of boards and committees; attend and participate in committees; represent the District at College level meetings; and participate with outside agencies in various activities including DSA, CCFC, and CCCC.
17. Prepare a variety of reports, including program activity reports and financial reports for College and District construction activities.
18. Attend the Board of Trustee Meetings when directed.
19. Invite and solicit for professional services through the Request for Qualification process.

Qualifications

Minimum Qualifications

- Associate's degree and three (3) years of additional, extensive experience in the building design and construction industry. [Equivalent: four (4) years of extensive experience in the building design and construction industry and two years of project management experience.
- Three (3) years of progressively responsible experience in the area of architecture and/or project management related to project development and construction.
- Comprehensive knowledge of California building codes and other pertinent laws relating to construction.
- Proficiency with software in Microsoft Excel, Project, and Word and usage in electronic mail.
- Possession of, or ability to obtain, a valid California driver's license.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications

- Proficiency with Primavera and Project Management software.
- Experience in the design or construction of higher education facilities.

Knowledge and Abilities

Knowledge of:

- Organizational and management practices related to the analysis and evaluation of construction projects, project programs, policies, and operational needs.
- Program budget preparation and control.
- Principles and practices of administration and supervision.
- Applicable laws, codes, regulations, policies, and procedures.

Ability to:

- Reading plans and comprehend scope of projects assigned.
- Plan, organize and coordinate construction projects and project planning.
- Analyze problems and offer alternative solutions.
- Operate a computer and assigned software and office equipment.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently and meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to bend and twist.
4	Ability to lift 50 pounds.
4	Ability to carry 50 pounds.
4	Ability to operate office equipment.
4	Ability to reach in all directions.
4	Ability to climb a ladder onto a building roof.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)