

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Construction Project Manager, Proposition M**

**Department:** Construction Services

**FLSA Status:** Non-Exempt

**Staff Category:** Confidential and Supervisory Team (CAST)

**Salary Range:** 50

**Supervision Received From:** Manager, Construction and Facilities Planning

**Original Date:** August 2014

**Supervision Given:** N/A

**Last Revision:** August 2014

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**JOB SUMMARY.**

Responsible for developing, planning, organizing, and coordinating the daily construction activities for the District's buildings and facilities, including preparing cost estimates; scheduling and approving construction projects; coordinating all requirements of the Division of the State Architect's Office (DSA); and developing and coordinating submittals for the State Schedule Maintenance Program.

**DISTINGUISHING CHARACTERISTICS.**

The Construction Project Manager, Proposition M is distinguished from other Proposition M classifications by its responsibility for managing assigned Proposition M construction projects.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Plans, schedules, and coordinates District construction projects; schedules projects to minimize impact on instructional programs and office functions.
2. Coordinates with District departments, the Facilities Planning Committee, architects and engineers, DSA inspectors, and contractors.
3. Inspects completed and work-in-progress construction projects on a daily basis; reads and interprets building plans, blueprints, and specifications; ensures conformance with building and safety codes, laws, regulations, and other requirements.
4. Assists in the development of annual budgets and monitors and maintains construction budgets.
5. Reviews and authorizes purchasing requests; makes recommendations on change orders; ensures all paperwork is completed and filed.
6. Develops in-depth cost estimates for a variety of construction projects.
7. Verifies architectural and engineering estimates.
8. Assists the Purchasing and Business and Contract Services departments during mandatory pre-bid meetings and bid openings, serving as the District owner's representative.

9. Works with District staff for proposed future projects; reviews plans and specifications for accuracy, compliance with District standards, constructability review, and compliance with federal, state, and local codes, laws, and regulations.
10. Researches and develops written plans and specifications for a wide variety of construction-related projects, ensuring all plans and specifications conform to current building codes and federal, state, and local regulations and guidelines.
11. Inspects District buildings, grounds, and equipment to determine needed maintenance and repair and work in progress and to ensure proper completion of work orders and contracts.
12. Inspects and recommends the removal of fire, safety, or health hazards.
13. Instructs staff in safe and proper work practices.
14. Meets, prioritizes, coordinates, and schedules various work projects with other maintenance personnel, contractors, administrators, department chairs, faculty and staff.
15. Develops project schedules and timelines to cause minimal disruption and disturbance to classroom and office activities.
16. Reviews maintenance reports and work orders to determine materials, labor, and time requirements.
17. Prioritizes and coordinates duties and assignments to ensure effective workflow and to facilitate operations.
18. Participates in the establishment and implementation of a systematic preventive maintenance program and coordinates and inspects preventive maintenance operations.
19. Completes and processes required documents and reports.
20. Investigates vandalism as necessary.
21. Conducts inspections and recommends the removal of fire, safety or health hazards and assist in coordinating asbestos-related issues.
22. Instructs staff in safe and proper work practices.
23. Meets with outside contractors to formulate work projects and to conduct site inspections.
24. Develops specifications for bids and obtains verbal quotes and evaluates written bids from contractors.
25. Recommends the award of contracts for construction, alteration, and repair projects.
26. Communicates with vendors, contractors, engineers, and state and county inspectors regarding maintenance operations and activities, materials, specifications, scheduling, and District policies and procedures.
27. Assists in the coordination of large projects including deferred maintenance, capital improvement work projects, energy conservation, building rehabilitation, and asbestos abatement and removal.
28. Reads and interprets building plans, blueprints and specifications and assure conformance with building and safety codes, regulations and requirements.
29. Trains and ensures that personnel operate equipment and tools in a safe and proper manner.

30. Prepares and maintains records, files, logs, and reports related to personnel, inventory, supplies, work requests, work performed, and safety issues.
31. Assists the Director, Facilities, the Manager, Construction and Facilities Planning, the Supervisor, Environmental Health & Safety, and the Administrative Coordinator with special projects as directed.
32. Maintains a safe work environment through enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Methods, materials, and equipment used in a variety of the building maintenance trades, grounds maintenance, custodial operations, and transportation operations.
2. Building construction practices and laws governing the construction, maintenance and repair of school buildings, grounds, and educational facilities.
3. Basic architectural and engineering principles and practices.
4. AutoCAD drafting software.
5. Construction industry standard practices and procedures.
6. Construction materials and labor costs.
7. Project management principles and practices.
8. Basic accounting principles.
9. Fire, safety, and health hazards.
10. Health and safety regulations.
11. Applicable Federal, State, and local codes, laws, and regulations related to fire, safety, energy conservation, and maintenance operations.
12. District organization, operations, policies and objectives.
13. Customer service principles, including the use of tact, patience, and courtesy.
14. Equipment, material, and supply storage and maintenance principles and practices.
15. Budgeting principles and practices.
16. Record-keeping techniques.

**Skill in:**

1. Developing detailed construction schedules using state-of-the-art technology.
2. Utilizing a computer and related software applications.
3. Managing multiple projects with critical activities and deadlines.

4. Planning, organizing, and coordinating the day-to-day maintenance, repair, alteration, and construction of buildings and ground facilities.
5. Planning, developing, supervising, and monitoring a maintenance work program involving diversified tasks.
6. Inspecting facilities and consulting with maintenance personnel, District administrators, contractors and others to coordinate and prioritize work projects.
7. Developing and coordinating preventive and deferred maintenance and capital improvement plans and projects.
8. Prioritizing and scheduling work.
9. Developing, reading, interpreting, and working from construction drawings and blueprints.
10. Estimating materials and labor costs.
11. Interpreting, applying, and explaining applicable codes, laws, and regulations.
12. Developing and coordinating preventive and deferred maintenance and capital improvement plans and projects.
13. Working independently with little direction.
14. Communicating clearly and concisely, in both oral and written English.
15. Maintaining detailed records and prepare reports.
16. Observing legal and defensive driving practices.
17. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of increasingly responsible construction planning, estimating, coordination, inspection, and project management experience.

**Education/Training:**

A Bachelor's degree from an accredited institution in construction management, engineering, or related field.

**License and/or Certificate:**

Possession of, or ability to obtain, a valid, appropriate California Driver's License.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environments; exposure to all weather conditions; may involve exposure to various chemicals, hazardous materials, high voltage, excessive noise, high locations, and/or cramped conditions.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time; walking over rough or uneven surfaces; moderate to heavy lifting; operation of power equipment; and near visual acuity for creating computer-generated work and reading printed materials. Must be able to travel between education centers, other District locations, and other sites.

**TERMS OF EMPLOYMENT.**

All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.