Position Summary

Under the direction of the Capital Improvement Program Manager, the Construction Project Manager is responsible for all aspects of managing capital improvement projects, including public procurement, soliciting quotes and bids from contractors and soliciting and negotiating contracts with consultants, as well as managing projects during the construction phase. Has authority and accountability for managing projects to be completed on time and within budget.

Supervisory Relationship

This position reports to the Director of Facilities.

Essential Functions

Manage fast-track construction projects, from $5,000 to multi-million dollars in size, to complete them on schedule, within budget and without claims.

Required Knowledge, Skills, and Abilities

Knowledge of:

1. Principles and practices required by Public Contracting Code, Model Public Contract Rules, procurement procedures and contract administration.
2. Public and/or educational facility construction.
3. Personal computer systems, including word processing, e-mail correspondence and spreadsheet applications.
5. Principles and practices of all types of facilities construction projects.
6. Performs other duties as assigned.

Skills in:

1. Construction documentation including changes to the work, submittals, processing applications for payment, and record drawings.
2. Planning, organizing, coordinating and implementing the activities of complex high value construction projects.
3. Developing and maintaining relationships with culturally and ethnically diverse staff, contractors, students and community.
4. Use of Excel spreadsheets, Word for Windows and use of e-mail.

Ability to:

1. Create, monitor and update complex project budgets and scheduling systems for construction projects.
2. Communicate effectively both verbally and in writing.
3. Work effectively with architects, engineers, contractors, building users and public officials.
4. Work effectively in a team environment and to be an effective team leader.
5. Coordinate work, either with contractors or with Facilities Department staff.
6. Calmly cope with aggressive personalities.
7. Follow and enforce District policies and procedures.

Minimum Qualifications

- Possess, at a minimum, a bachelor’s degree in architecture, civil engineering, mechanical engineering or construction management.
- Considerable construction project management experience with at least ten years in construction and five years in construction project management work.
- A combination of education and experience will be considered.

Work Environment

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| **Approved by**        | Cydney VanderCar  
                          | Director of Human Resources |
| **Last revised**       | July 2016 |