



Facilities Project Manager

Management Range: I 6

Board Approved: 9/8/2016 P. 1|4

*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; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the Director of Facilities Planning and Construction, the Facilities Project Manager is responsible for programming efforts to identify scopes of work; managing the design process, soliciting bids, and providing necessary construction administration, closeout and certification. The Facilities Project Manager shall assist district and campus users with developing scopes of work, maintaining project schedules, and adhering to budgets for minor capital outlay, space inventory, scheduled maintenance, special repair, and campus departmental projects.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Collaborates with district users, campus users and external design consultants to define scopes of work, translate the information into complete plans and specifications, assist with the bid process, and provide construction administration assistance to in-house facilities planning and management staff.
2. Collaborates with the Director of Facilities Planning and Construction and district program manager to coordinate the implementation of the construction activities related to the district wide local bond program.
3. Ensures project scopes and schedules are in accordance with Public Contract Code, Campus, and San Bernardino Community College District policy and procedures.
4. Manages external project design consultants in the development of plans and specifications from project inception through bidding. These responsibilities involve managing the development of design documents for compliance with budget, scope, higher education public works, San Bernardino Community College District and campus standards and guidelines.
5. Tracks and controls design costs against the project budget; monitor and maintain assigned project time schedules and budgets, facilitate the bid process; and provide required construction administration with in-house facilities planning and management staff to provide continuity throughout project.
6. Consults with and assists the Director of Facilities Planning and Construction and related consultants to develop cost effective design solutions for projects.
7. Provides quality assurance reviews of project documents to minimize potential change orders during construction and initiates revisions to design packages when necessary.
8. Ensures projects are in conformance with applicable building codes and campus design standards; incorporates state, San Bernardino Community College District, and campus standards and allowances into programmatic solutions.



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9. Solicits fee proposals and initiates contracts for required design activities. Independently manages, schedules and tracks consultant contracts from project inception through construction bid and award associated with approved projects.
10. Collaborates with Director of Facilities Planning and Construction to interface with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
11. Works with campus users on two campuses (Crafton Hills College and San Bernardino Valley College) to provide workable solutions to complex design issues, and project certifications.
12. Manages other facilitates-related projects such as, but not limited to, hazardous materials approval, construction, scheduled and deferred maintenance, annual space inventory, ground keeping and custodial services.
13. Works and collaborates diligently with the district consultants such as, but not limited to, architects, engineers, construction manager, inspection services and environmental consultants.
14. Reviews and evaluates physical requirements based on facility needs and requests.
15. Manages and monitors project schedules, budgets and change orders; collects related data; and prepares reports and analyses; develops tracking tools and reports to manage project from inception to closeout.
16. Develops programmatic solutions to support projects and requisite funding.
17. Manages maintenance and operations for District Office facilities; and develops and administers related departmental budgets.
18. Obtains all required plan reviews prior to bidding (e.g. State Fire Marshal, Division of the State Architect, plan check agencies for life safety and code compliance).
19. Travels between District Facilitates as necessary for user's meetings, project supervision, in-house construction administration, managing consultants, and other necessary facilities coordination.
20. Assists Director of Facilities Planning and Construction to manage, supervise and evaluate assigned personnel; and participate in the selection process of personnel in the department.
21. Plans, organizes, and oversees the maintenance, alteration, construction, installation and repairs of district administrative facilities, ground, system and equipment.
22. Manages and supervises the district custodial operations; prioritizes and schedules work and assignment to appropriate personnel as necessary.
23. Works collaboratively with Director of Facilities Planning and Construction to address necessary needs for the District's energy conservation, environmental health, and safety programs.



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24. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
25. Assume additional managerial duties as appropriate to the position; performs other related duties as needed.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a public works, building, construction, maintenance and facilities program.
- Principles and practices of public works, building, construction maintenance and facilities.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to public works, building, construction, maintenance and safety.
- Familiarity with CAD software and Microsoft Project scheduling.
- Working knowledge of California Community College and State capital planning standards and requirements.

Ability to:

- Oversee and participate in the management of a comprehensive facilities program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



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Education and Experience Guidelines

Education equivalent to a Bachelor's degree in Engineering, Architecture, Construction Management, or Business, or closely related field, from an accredited college or university.

Required Experience

Three (3) years of progressively responsible experience in the area of project management.

Desired Qualifications

1. California registered Architect or Engineer; Certified Construction Manager (CCM)
2. Experience in the California Community College facilities planning, construction management and capital improvement or facilitates bond-financing experience.

License Requirement

Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments and may be exposed to occasional hazards of constructions sites and extreme weather conditions. Travel between sites is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction and may be exposed to moderate noise levels at construction sites.