

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FACILITIES PROJECT MANAGER (Bond Related Facilities Planning and Construction)

BASIC FUNCTION:

Under the general direction of the Vice President of Administrative Services, supervise the planning, design, construction and implementation of construction projects related to the General Obligation bond funds. The Facilities Project Manager will consult with District administration, faculty, staff, students, regulatory agencies and specifically coordinate with the Bond Oversight Committee. The bond funds must be used to further the mission of the college and meet the requirements of the bond language. The Facilities Project Manager will serve as the primary planner for all related construction projects and will be the college staff representative to the Bond Oversight Committee. The Facilities Project manager will develop, schedule, and obtain approval of construction projects.

REPRESENTATIVE DUTIES:

Chair and serve on committees, task forces, and other work groups as needed or required to provide expertise concerning facilities planning for the District's new construction projects. *E*

Serve as the District representative to the Bond Oversight Committee including preparation of all background information required for the committee to perform its duties, present an annual update, as to the progress of all projects, prepare recommendations to the committee, and complete all state required reports. *E*

Serve as a liaison between and among Bond Oversight Committee members, administrators, faculty, staff, design professionals, engineers, architects and others in the preparation of project design, including drawings and specifications. *E*

Works in conjunction with District staff and appropriate personnel to ensure the accurate and timely completion of the District's five year construction plan with specific bond related projects, including initial and final plan approval for state funded facilities and equipment projects. *E*

Prepare and implement budgets, schedules, project management, and control documents on projects from inception to DSA approval, for bond related projects. *E*

Coordinate planning, design bidding and award of bond related projects while serving as the District representative to architects, engineers, contractors, inspectors, and other consultants during project planning, design, construction, occupancy and post-occupancy. *E*

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Assist with bid plans for bond related facilities, direct the preparation of bid specifications and bid documents, analyze bids, and make recommendations for bid awards. *E*

Facilitate bond related contractor presentations for District consideration of bids. *E*

Utilize design build concepts whenever appropriate to augment conventional bidding techniques. *E*

Conduct pre-bid job site visits, preconstruction meetings and construction program meetings. *E*

Manage bond related construction projects for the District; serve as the liaison between architects, construction managers, and District personnel to ensure that projects are on time and within budget. *E*

Prepare realistic budgets for each project, ensure that there are no costs over runs and prepare annual update of expenditure. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Conventional and design building bid processes.

State and community college engineering and construction principles, practices, and procedures dealing with applicable laws and government regulations.

Methods of purchasing and contract administration and budget preparation.

ABILITY TO:

Work with labor contractors, subcontractors, college faculty and staff and other represented workforce.

Communicate clearly and effectively.

Represent the District in a professional manner to District, constituents, community members and individuals involved in the planning, design and construction of projects.

Effectively analyze and review construction documents such as architectural plans, bid documents, contract, etc.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in construction administration, architecture, engineering or related field and five years progressively responsible experience in construction administration and project management, including

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demonstrated project management skills, experience, and knowledge along with the ability to organize direct, and successfully implement planning, design, and construction management of all types of construction projects in a higher education setting. Experience in construction and project management must include multiple major projects and/or increasingly complex construction projects.

Sensitivity to and the ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, faculty and staff, including those with disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California state driver's license may be acquired within thirty days of employment.

Community College construction experience, which demonstrates a thorough knowledge of state and community college engineering, construction principles and practices, and procedures dealing with applicable laws and government regulations.

Demonstrated experience in managing the performance of contractors, sub contractors, inspectors, and other building trades professionals.

Experience implementing principles of management and supervision.

WORKING CONDITIONS:

Office environment, as well as site review in the field.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity to operate a typewriter and computer keyboard, reaching, bending at the waist, and hearing and speaking to communicate and provide information to others.