

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

FACILITIES PROJECT MANAGER

DEFINITION

Under the direction of the Executive Director of Facilities, Planning, and Administrative Services, 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. The candidate shall assist campus users with developing scopes of work, maintaining project schedules, and adhering to budgets for minor capital outlay, scheduled maintenance, special repair, and campus departmental projects.

EXAMPLE OF DUTIES

Collaborates with 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.

Collaborates with the Executive Director of Facilities and district program manager to coordinate the implementation of the construction activities related to the district wide local bond program.

Ensures project scopes and schedules are in accordance with Public Contract Code, Campus, and San Bernardino Community College District policy and procedures.

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.

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.

Consults with and assists the Executive Director of Facilities, Planning and Administrative Services and related consultants to develop cost effective design solutions for projects.

Provides quality assurance reviews of project documents to minimize potential change orders during construction and initiates revisions to design packages when necessary.

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.

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.

Works with campus users on two campuses (Crafton Hills College and San Bernardino Valley College) to provide workable solutions to complex design issues;

Reviews and evaluates physical requirements based on facility needs and requests.

Develops programmatic solutions to support projects and requisite funding.

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).

Performs other related duties as needed.

MINIMUM QUALIFICATIONS

Education and Experience

- Education equivalent to a Bachelor's degree in architecture, planning, civil, mechanical or electrical engineering, or closely related field
- Five (5) years of progressively responsible experience in the area of project management related to project development and construction.

DESIRED QUALIFICATIONS

- California registered Architect or Engineer

KNOWLEDGE

Thorough knowledge of public works code, laws, ordinances, and other regulations applicable to building, construction methods, maintenance and repair including building codes for the State of California, fire codes, ADA regulations, industry standards and regulations; Strong computer skills including proficiency in basic office software required; Familiarity with CAD software and Microsoft Project scheduling; Working knowledge of California Community College and State capital planning standards and requirements; Have broad experience with building technologies, and be capable of providing workable solutions to complex design and construction issues.

ABILITY

Ability to work independently; to analyze technical design issues; to develop appropriate and cost-effective design solutions; communicate effectively both orally and in writing; establish and maintain cooperative professional working relationships with all contacted in the course of work; and work within a diverse environment.

WORKING CONDITIONS

Duties of the position require ability to hear and speak, walk, sit for extended periods of time, reach, stand, stoop, kneel, crouch or crawl. Occasional lifting and moving objects up to 25 lbs. Dexterity of hands and fingers required. The employee may be exposed to outside weather conditions and moderate noise levels. Travel between sites will be required. May be exposed to hazards of construction sites.