

College of the Redwoods

Position Description

Position: Program Manager for Capital Construction	Position Number:
Department/Site: Facilities	FLSA: Exempt
Evaluated by: Vice President Administrative Services	Salary Grade: 135

Summary

Plans, organizes, and manages the operations and activities of major construction projects within the College. Oversees and coordinates construction, reconstruction, alteration, relocation, and other capital outlay projects. Provides advice on architectural and engineering design and construction planning, proposals, and projects.

Distinguishing Career Features

The Program Manager for Capital Construction leads and provides College-wide services that contribute to capital construction and long term utility of facilities, and supporting infrastructure. The Program Manager develops and implements the five-year Capital Plan as well as short-range action plans and strategies to meet the College's goals and standards of construction commensurate with the funding to provide an optimum physical environment for staff, students and the community. The Program Manager works extensively with community planners, architects, engineers and construction management firms for initiating and managing multiple projects of significant magnitude. The Program Manager oversees construction project support and other professionals and technicians who provide a variety of services that monitor cost-effective utilization capital construction funds.

Essential Duties and Responsibilities

- Plans, analyzes, and provides oversight for the design and specification, and schedules the construction, modernization, and replacement of campus facilities and infrastructure systems that support the College's capital outlay master plans.
- Confers with College and campus administrators about the building construction projects and projected logistics for vacating and relocating existing facilities, the environmental considerations, and timing of eventual occupancy.
- Participates in preparing requests-for-proposal for projects by reviewing and interpreting architectural/engineering drawings, constructability, and compliance with College standards in order to write the bid specifications for construction.
- Prepares detailed specifications, instructions, interpretations, and consults with bidders for response to special environmental structural, civil, electrical, mechanical, and infrastructure requirements and specifications.
- Attends and conducts conferences, pre-bid walks and pre-construction meetings with contractors to explain and clarify construction features, contract requirements and document submittal policies. Participates in prequalification of contractors.
- Studies and evaluates the scope, phases, costs, and caveats contained in contractor and

consultant proposals. Reviews bidder information and documents, including proposed schedules and milestones, and verifies and makes recommendations on bid awards.

- Develops and sequences plan phases for projects, check-in, milestones, and recommends amendments to plans to maximize the success of projects. Ensure projects are delivered in an effective, timely and responsible manner and are in compliance with College standards, applicable State laws, codes, standards, and regulations.
- Serves as liaison between College functions and resources, construction personnel and State agencies such as and not limited to, the Division of the State Architect, for continuous communications, feedback, and reporting during the design, construction, and warranty phases of projects.
- Closes out completed capital improvement projects and the transition from project delivery to commissioning and campus operations. Coordinates operational training, warranty repairs, and adjustments.
- Reviews and audits contractor claims, requests, and schedules, and provides feedback and recommended actions. Resolves issues on a timely basis and interfaces with contractors, consultants, and other professionals to resolve disputes through proper communications, negotiation, and contract conformance reviews.
- Prepares and maintains thorough and up-to-date records for all projects, including plans, specifications, change orders, and other details to be archived.
- Provides technical advice to Administration and College-wide committees relating to capital improvement projects.
- Establishes standards, trains, supervises, and reviews work of assigned staff to accomplish the departmental, Capital outlay, and master plan objectives.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires professional specialization in modern construction management including the planning, design, construction, and commissioning of public (education in particular) access facilities. Requires specialized knowledge of modern construction best-practices and techniques, laws, codes, permitting, and inspection practices governing construction, renovation, and occupation of public buildings and structures. Requires specialized knowledge of construction materials, tools, and systems. Requires working knowledge of safety regulations and working conditions. Requires working knowledge of construction cost accounting and analysis. Requires working knowledge of infrastructure used in facilities such as, and not limited to, energy management systems, security, computer networks, and voice and data communications systems. Requires well-developed skills with computer systems and applications used in business and special subject matter knowledge of computer-aided design and building information modeling applications. Requires well-developed English language skills to prepare professional correspondence, technical specifications, and reports. Requires well-developed math skills to perform and/or understand load-bearing computations, construction costs, and statistics. Requires well-developed human relations skills to prepare and deliver presentations, supervise staff, negotiate and work collaboratively with College staff at all

levels and outside professionals, vendors and contractors, and inspectors.

▪ **Abilities**

Requires the ability to perform all the responsibilities of the position. Requires the ability to plan, organize, coordinate, and review progress, compliance, and commissioning of architectural, engineering and construction projects. Requires the ability to prepare, administer and monitor project budgets and anticipate future budgetary needs. Requires the ability to interpret and apply complex rules, regulations, laws and ordinances. Requires the ability to prepare, review, approve and interpret engineering plans and specifications and develops systems for housing permanent construction and fire-life-safety records. Requires the ability to analyze technical design and construction engineering. Requires the ability to read design and construction-related drawings. Requires the ability to conduct mathematical computations using physics, algebra, geometry, and statistical analysis. Requires the ability to organize and sequence work associated with development and construction projects, converting them into project action plans. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the College.

▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard to operate microcomputer and other standardized office equipment requiring some repetitive motions.

▪ **Education and Experience**

The position requires a Bachelor’s degree in construction management, civil engineering, architecture, or urban, planning, or other related field and 5 years of progressive experience in construction planning and project management. A Master’s degree is preferred and may substitute for some experience.

▪ **Licenses and Certificates**

May require a valid driver’s license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.