

**PERALTA COMMUNITY COLLEGE DISTRICT - July 21, 2016**

**CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**PROJECT MANAGER, MAINTENANCE & OPERATIONS**

**(Management Salary Range 2)**

**Job Code: 1066**

**CLASS PURPOSE**

Under the direction of the Vice Chancellor for General Services, the Project Manager, Maintenance and Operations performs a wide variety of project management and technical duties.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Establish an annual Maintenance & Operation project schedule with architects/engineers, the Director of Facilities Operations and Director of Business and Administration for each of the colleges.
- Plan, write specification, bid projects and coordinate construction management.

**Programming and Design Phases**

- Implement scheduled and deferred maintenance projects.
- Develop milestone schedules for assigned projects from inception to completion.
- Assist with the detailed definition of project scope, budget, and schedule, including programming support.
- Assist the District in the solicitation and retention of design and engineering consultants.
- Coordinate with the design consultant, Director of Facilities Planning & Development and Director of Facilities Operations activities relating to schedule maintenance and deferred maintenance projects.
- Review design documents for constructability, scheduling, consistency, and coordination during schematic and design development phases of the work.
- Provide value engineering analyses, if necessary.
- Expedite owner's design reviews including modifications.
- Review phase deliverables for compliance with minimum District requirements and provide comments, as required.
- Assist with the coordination of approvals by regulatory agencies including Division of the State Architect (DSA, Fire Marshall, Alameda County Health Department and other local jurisdictions, where applicable.

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- Assist in the preparation of non-technical portions of the project specification manual.
- Analyze alternative project delivery strategies and make recommendations to District.
- Prepare and maintain a critical path method (CPM) schedule for the project.
- Monitor and provide progress reports concerning the design and/or procurement schedule.
- Prepare a procurement plan as required.
- Prepare the appropriate attachments on multi-prime contracts.
- Coordinate preparation of project cost estimates at end of schematic phase, and at 50% and 100% completion of construction documents phase.

**Procurement Phase**

- Assist with pre-qualification process for the selection of prime and/or sub-contractors, as required, including RFP/RFQ documents.
- As a result of any pre-qualification processes, develop a short-list of pre-qualified prime and/or sub-contractors, as required.
- Monitor and coordinate all bid phase activities with District departments.
- Prepare public solicitation notice(s) for District approval.
- Conduct pre-bid conferences and project site walk examinations with bidders.
- Review and coordinate bid phase addenda.
- Estimate cost of bid phase addenda.
- Assist District with bid evaluations.
- Conduct post-bid conference, as required.
- Assist with the preparation of agenda items for Board approval.
- Conduct post-bid evaluations.

**Construction Phase**

- The District may, at its discretion, retain the services of a construction management firm to perform either all or part of these services.
- Coordinate and conduct pre-construction activities.
- Develop detailed construction schedule.
- Review contractor's schedule submittal and make recommendations to District.
- Review and coordinate construction logistics between the contractors and the District Maintenance & Operations (M&O) staff.
- Develop Construction Change Orders for Maintenance & Operations projects.
  
- Conduct pre-construction conference(s).
- Verify permits, approvals, bonds, and insurance.

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- Verify schedule of values.
- Provide continuous on-site construction management personnel.
- Work with DSA inspector and special inspectors; ensure compliance with all DSA reporting and close-out requirements.
- Establish team communication procedures with A/E and College project work group.
- Assist and support architect's construction administration processes.
- Review and process requests for information (RFI), shop drawings, samples, and other submittals.
- Coordinate project site meetings with design/construction team.
- Review construction progress and prepare reports.
- Coordinate change order control process.
- Review and analyze proposed change orders and make recommendations to District.
- Review safety manual and District safety protocol.
- Establish and implement quality control program, including as-built accuracy.
- Determine cost and schedule effects of change orders.
- Prepare change order reports.
- Coordinate and evaluate contractor's recovery schedules.
- Review and approve monthly pay requests.
- Coordinate the preparation of the punch-list.
- Determine final completion and payment.
- Determine substantial completion dates, final payments, and release of retention.
- Coordinate procurement and installation of furniture, fixtures, and equipment (FF&E).

**Close-Out Phase**

- Coordinate close-out procedures, including personnel training.
  - Coordinate and expedite delivery of record drawings and specifications.
  - Coordinate delivery and verify completeness of O&M manuals, warranties/guarantees, and certificates.
  - Obtain occupancy verified reports; coordinate final testing, documentation, and regulatory inspections.
  - Prepare final accounting report.
  - Prepare occupancy plan report.
  - Ensure DSA certification of project is achieved.
  - Perform other duties as assigned.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

1. A Bachelor's Degree from an accredited college or university, in architecture, civil engineering, construction management or related field, and 5 years of progressively responsible experience in a construction related field preferably project management for a public sector client, primarily in education facilities, including community college experience.
2. Excellent oral and written communication skills.
3. Excellent problem solving ability, planning and project management skills and strong client services orientation.
4. Participatory commitment to college shared governance.
5. Ability to work effectively as a team member with senior level management.
6. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
7. Knowledge and proficiency in the operation and use of construction software such as Primavera.
8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **DESIRABLE QUALIFICATIONS**

- Certification in Construction Management from an accredited college or university, or proof of equivalent level coursework in management.
- Effective conflict resolution skills.

## **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people

## **PHYSICAL REQUIREMENTS**

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents, and acute hearing is required when providing phone and personal service.

## **MENTAL REQUIREMENTS**

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

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This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

Revised: N/A