CLASS SPECIFICATION
Capital Projects Manager

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under direction, plans, organizes, schedules, coordinates and oversees assigned capital design and construction projects to support the District’s building/facility construction, renovation and repair; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This is a single-incumbent class responsible for planning, monitoring and coordinating the work involved in specifically assigned District construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. In conjunction with Facilities Department management, coordinates and oversees the project planning, consulting engineering/architectural design and construction operations of assigned capital construction projects on both District campuses.

2. Identifies projects requiring review or approval from the Board of Trustees, Division of the State Architect, Community College Chancellor’s Office, Department of Toxic Substances Control or others; prepares and coordinates applications for projects; submits project information for review and approval.

3. Prepares and provides project descriptions, scope and specifications for architects, engineers, contractors and maintenance personnel.

4. Prepares and issues Requests for Qualifications/Bid for architects, engineers and other consultants; provides recommendations regarding selection of the contractor.

5. Reviews and monitors engineering, construction and contract documents, including design calculations and sketches, construction drawings, specifications, and cost estimates for building and facilities construction projects; directs the bid and contract award process; attends pre-bid conferences to discuss principal construction features and requirements in terms of methods and equipment; reviews bids for construction projects and participates in the selection of contractors; negotiates with contractors on District’s behalf.
6. Conducts preconstruction meetings; reviews progress schedule and construction problems; coordinates construction activities and requirements with contractors; coordinates and facilitates interaction between the department, the District, outside agencies and consultants/contractors.

7. Develops reports, letters and memoranda regarding project issues for both internal and external distribution; may originate Board of Trustees agenda items.

8. Prepares and processes change orders and coordinates activities with each project’s chief engineer or construction manager; reviews monthly payment estimates and makes recommendations regarding payment; initiates construction status reports; informs contractors of requirements regarding construction schedule, status and progress.

9. Monitors capital project work in progress to ensure compliance with building codes and construction specifications; participates in field reconnaissance work and construction inspection to ensure compliance with approved plans, specifications and standards; ensures appropriate safety standards and procedures are being followed at construction sites; compiles and maintains records of projects; inspects completed projects and contractor work for accuracy and completeness.

10. Participates in the preparation of a variety of studies and reports relating to current and long-range capital improvement and facilities expansion needs and develops specific proposals to meet them.

OTHER DUTIES
1. Prepares and delivers presentations to the public and other groups; may coordinate the neighborhood outreach program with respect to construction projects.

2. Briefs management and administrators on current issues, assignments, reports and construction project activities.

QUALIFICATIONS

Knowledge of:
1. Project management principles and practices, including budgeting, goals and objectives development, and work planning/organization.

2. Principles and practices of engineering and architectural design.

3. Federal, state and local codes and regulations governing school facility construction and renovation.

4. Trends, approaches and problem-solving techniques used in construction, engineering, inspection and compliance processes.

5. Modern methods of building construction and structural design concepts.


7. Public outreach processes.
**Ability to:**

1. Plan, organize, coordinate, direct, review and evaluate the work of assigned or contracted project staff involved in the design and construction of District facilities.

2. Coordinate and schedule communications, personnel and resources to complete capital projects in a timely and cost-effective manner.

3. Prepare, administer and monitor a project budget and anticipate future budgetary needs.

4. Plan, organize and direct the preparation, distribution, review and approval of planning, construction, contractual, architectural and engineering documents, correspondence and related materials.

5. Coordinate and direct bidding, architectural planning, construction and project closeout.

6. Inspect completed projects and contractor work for accuracy, completeness and compliance with established contracts, standards and specifications.

7. Estimate labor, material and equipment requirements for projects.

8. Interpret and apply complex rules, regulations, laws and ordinances.

9. Establish and maintain effective working relationships with those encountered in the course of work.

10. Provide technical assistance and staff leadership on all assigned aspects of department capital projects.

11. Analyze technical design engineering and construction problems.

12. Evaluate alternative approaches and effective solutions.

13. Prepare accurate and detailed written material, including staff and administrative reports.

14. Exercise sound, independent judgment and initiative within established guidelines.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in engineering or construction management; and three years of professional experience with capital building construction projects; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle and feel objects or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform detailed work under changing, intensive deadlines, on multiple concurrent projects; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works both from an office, where the work environment is normal, and in outside conditions, exposed to hot, cold, wet and/or humid conditions, where the noise level may be loud.