

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Project Manager

BASIC FUNCTION: Under the direction of the Capital Program Administrator, acts as the District's representative to oversee, plan, organize, and supervise the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design, and construct District capital projects. The Project Manager acts as the liaison between project stake holders and contractors, subcontractors, design professionals, consultants, and engineers during the planning, design, construction, and post occupancy evaluation phases of specifically assigned capital projects; ensures that projects are planned, designed, and constructed according to District specifications.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Represents the District and the office at District and College meetings and at meetings with other agencies.
2. Participates in the development of project plans, design, and budget preparation.
3. Oversees activities for a variety of District planning, design, and construction projects.
4. Provides onsite supervision of construction activities for a variety of projects, including remodel, renovation, and new construction.
5. Develops and maintains project programs and schedules involving external agencies, clients, consultants, and contractors and sub contractors.
6. Prepares, revises, and monitors various construction related schedules, plans, and documents.
7. Acts a liaison between District faculty and staff design committees, administrative committees, design professionals, and engineers; and coordinates the activities of these consultants in the preparation of project design including: schematics, preliminary, and working drawings.
8. Acts as project manager/engineer and coordinates the services of executive architects, engineers, contractors, and inspectors during project planning, design, and construction.
9. Maintains all necessary records for planning, design, and construction activities for assigned projects.
10. Assists in providing calculations, measurements, and documentation in the areas of Scheduled Maintenance Plans, ADA compliance, Space Inventory, and capital outlay budget change proposals.
11. Assists with the preparation of the District's Five Year Capital Construction Plan.
12. Conducts facility utilization reviews and measurements to input into District's space inventory documentation.
13. Coordinates and advises District faculty and staff design committees in the preparation of Initial Project Proposals (IPP) and Final Project Proposals (FPP).
14. Supervises construction inspection staff as assigned.
15. Monitors and manages: construction budgets for projects as assigned; all aspects of construction projects to ensure completion of projects in accordance with plans and specifications; project schedules as assigned.
16. Conducts final inspections of projects as assigned; coordinates project construction closeout procedures and arranges for official acceptance of projects on behalf of the District.
17. Reviews and comments on completeness and constructability of design documents at appropriate design and review phases of project development.
18. Conducts pre-bid job site visits, preconstruction meetings, and construction progress meetings.

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19. Ensures that all appropriate project management documentation is prepared and completed by the respective responsible parties.
20. Monitors all aspects of construction projects to ensure completion of projects in accordance with plans and specifications.
21. Ensures construction work completed complies with current building codes and other regulatory requirements.
22. Reviews contractor's pay requests in terms of project schedules, schedule of values, work-in-place, stored materials, and advises action as appropriate.
23. Reviews cost proposals and field orders and change orders for accuracy in terms of scope of work, labor, materials, rates, and advises action as appropriate.
24. Resolves job site conflicts by establishing review processes and mechanisms early in the project to minimize delays in job progress and potential impact on project budget.
25. Oversees building commissioning in partnership with site maintenance personnel and post occupancy review process for projects as assigned.
26. Promotes safe working conditions for all employees and District contractors and consultants.
27. Participates in District-provided in-service training programs.
28. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
29. Performs other duties, related to the position, as assigned.

EDUCATION/EXPERIENCE: Undergraduate degree or equivalent experience. Demonstrated experience, knowledge, and ability to organize, direct, and successfully implement planning, design, and construction management of renovation, remodel, and new capital construction projects in a higher education setting. Demonstrated experience in managing the performance of contractors, subcontractors, inspectors, and other building trades professionals.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Technical processes involved in the planning, design, and construction of renovation, remodel, and new capital construction projects; the Uniform Building Code (UPC), the California Architectural Barriers Laws (CALABL), the California Occupational Safety and Health Act (CALOSHA), the California Public Contracts Code, the American Disabilities Act (ADA), the State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges, the California Public Contracts Code, the Education Code, and other related statutes; construction budget preparation and job cost accounting; legal and practical aspects of project design, bidding, management, and close out of construction contracts; generally accepted construction principles and practices as related to public works and community colleges and schools; methods of purchasing and contract administration in a community college environment. Overall technical background of different building and infrastructure materials, components, systems, methods, practices, equipment, and supplies used in facility maintenance and construction, building and safety regulations.

ABILITY TO: Identify problems; develop alternative solutions; make decisions; achieve consensus on a course of action in a complex and multi-disciplinary environment; interpret legal, technical, and construction documents; communicate clearly and effectively; represent the office in a professional manner to District constituents, community members, and individuals involved in the planning, design, and construction of projects; possess skills in organizing and prioritizing workload to effectively meet scheduled deadlines.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and

the community.

CONTACTS: Co-workers, administrators, contractors, architects, engineers, staff and city officials.

WORKING CONDITIONS: Normal office environment. Occasional visits to construction sites.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.