

Manager, Project

FLSA Status: Exempt

Pay Grade: 25

Job Title ID: 160500

Job Series/Job Family: Business Services Series / Construction Family

Reports To

Executive Director, Facilities

Job Purpose

To manage multiple design and construction projects from project initiation through completion of project design, construction, move-in and warranty phases.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Establishes specific needs and project scope requirements; evaluates alternatives, prepares budget estimates, and obtains concurrence of initial scope of work.
2. Prepares initial project scope, budget and delivery schedule; secures project funding and procures service of design consultants or service vendors required to complete project scope of work; prepares and negotiates contracts; approves payments to vendors; ensures compliance with all applicable local ordinances, state and federal codes and laws.
3. Presents and reviews proposed solutions with educational department representatives, design consultants, and service vendors to ensure project scope meets client's needs; reviews design progress to ensure compliance with project budget, delivery schedule, and quality requirements in accordance with college standards and applicable codes.
4. Directs and manages the overall design and construction phases to meet the established project scope, budget and schedule; meets with local community committees and stakeholders to resolve potential problems and address concerns.
5. Schedules progress coordination meetings and periodic field inspections to ensure completed work in place is acceptable and in accordance with the design intent and satisfies the client's needs and completion timeline; addresses or corrects discovered conditions to ensure continued operation, life safety and security of the educational environment.
6. Prepares reports to update project status to facilities and operations division, campus managers, District leadership and other stakeholders, including any community committees.
7. Reviews, suspends/rejects or approves all services invoices and commodity procurements; monitors payment processing with other departments to ensure timely processing of vendor payments; verifies that services or commodities invoices are complete and satisfactory.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Architecture, mechanical and electrical engineering, and construction management.
- Regulations regarding accessibility and hazardous materials found in buildings.
- Laws and ordinances regulating building construction and operation.
- Project planning and management principles.

- Budget preparation, bid and purchasing procedures, and expense control.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, with occasional nights and weekends.
- Maintaining confidentiality of work related information and materials.
- Preparing budgets and monitoring the disbursement of funds.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Interpreting legal descriptions of leases, easements, restrictive covenants, and all similar documents affecting real property.
- Performing all facets of projects such as the coordination, demolition, inspection, security, title clearance, soil testing, furnishings, moving, permits, etc.
- Managing multiple projects and maintaining focus on priorities.
- Making presentations related to facilities and projects.
- Collaborating with others to reach mutually beneficial goals and objectives.
- Negotiating, evaluating and administering contracts.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications for facilities management systems including scheduling and presentation software

Physical Requirements

Required

- May be exposed to hazardous chemicals
- Occasional lifting up to 40 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, stooping, pushing and pulling.
- Work is performed in both an internal and external environment with occasional exposure to inclement weather and varying temperatures.

Work Experience

Required

- Four years related work experience, including two years of project management experience.

Preferred

- Five years experience managing complex construction projects and/or experience as a Project Manager on projects for educational institutions and/or experience using AutoCAD and/or Leadership in Energy and Environmental Design Accredited Professional (LEED AP).

Education

Required

- Bachelor's degree in architecture, engineering or related field.

Licenses/Certifications

Required

- Licenses as a professional Architect or other building-related engineering discipline, or additional work

experience in a similar position. Valid Texas Driver's License.

Safety
Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.