

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROJECT PLANNER/MANAGER, FACILITIES

Class Specification

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Vice Chancellor, Facilities/Bond Program and Operations, the Project Planner/Manager, Facilities supervises the planning and construction of new college facilities and major rehabilitation and modernization projects; acts as liaison between the District, steering groups, college facilities committees, architects and engineers, Department of State Architect (DSA), contractors, inspectors and others to assure that authorized construction and renovation projects are accomplished in accordance with approved policies and procedures; interprets, enforces and assists in development of policies, methods and procedures relating to construction activities; makes regular contact with DSA personnel and District departmental personnel to ensure project(s) conforms to established budgets, schedules, and project modifications are carried out without delay; prepares and maintains cost analysis data for projects and current schedule of construction and renovation projects; performs related duties as required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Project Planner/Manager shall:

1. Responsible for assisting in the facilitation of construction projects outlined in the Master Facilities Plan as described in the Measure A and Measure B Bonds.
2. Provides project management throughout the life of a project; develops project plans in coordination of campus Facilities Committees or administration; manages consultant and construction contracts; facilitates planning and design approvals from State and other involved agencies; provides program/project financial management control; provides regular program/project status reports to various departments.
3. Reviews and approves consultant, construction contracts and budget requests; periodically reviews and provides guidance/feedback on program progress;
4. Participates in project design process; reviews and responds to proposed modernization plans; factors design and construction activities into site academic year planning.
5. Monitors and reviews program progress; audits and reports financial policies and procedures applied by District.
6. Provides technical expertise, logistic support, architectural oversight, progress reporting, scheduling, planning and coordination services and other requested assistance to District in implementation of the Bond program.

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7. Provides professional planning, design and engineering, and construction administration services on assigned college projects.
8. Prepare and maintain a variety of narrative and statistical records reports and files related to projects, architects, contractors, plans, specifications, financial activity and assigned duties.
9. Communicate with administrators and campus personnel, outside agencies, including bidders, architects, contractors and developers to coordinate activities and programs, resolve issues and conflicts and exchange information.
10. Attend and participate in various meetings as assigned.
11. Schedule and chair weekly progress meetings of the Project A/E; prepare agendas and minutes of these minutes; process A/E's and other consultant invoices and progress payments; review designs for program compliance; identify and assist in resolving programmatic and other conflicts; and monitor compliance with responsibility assignments.

MINIMUM QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Management of operations and activities involved in the design, construction and commissioning of District facilities.
2. Modern building construction practices and laws governing the construction and renovation of public buildings.
3. Public works construction inspection processes and procedures.
4. General practices and procedures involved in public contract and purchasing negotiation and administration.
5. Practices, procedures, standards and techniques used in the design, development and implementation of construction, renovation and repair projects.
6. Interpersonal skills using tact, patience and courtesy.
7. Applicable Local, State and Federal laws, codes, ordinances, regulations, policies and procedures.

Ability to:

1. Plan, organize and direct operations and activities involved in the design, construction, implementation and completion of District building and facility construction, renovation and repair projects.
2. Establish and maintain cooperation, harmonious and effective working relationships with others, including but not limited to college and District officials, instructors, staff, and other employees and the public.
3. Coordinate and direct communications, personnel and resources to complete projects in a timely and cost-effective manner.

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4. Plan, organized 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. Work independently with little direction.
7. Communicate effectively both orally and in writing.
8. Read and interpret architectural and engineering plans and specifications.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Prepare and maintain comprehensive narrative and statistical records and reports.
12. Facilitate meetings and group settings.
13. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Any combination equivalent to: Baccalaureate degree in construction management, engineering, architecture or related field and five years increasingly responsible experience involving the management of construction projects, including scheduling, estimating and public works contracts.

DESIRABLE QUALIFICATIONS:

1. Comprehensive knowledge of Proposition 39 bonds, general administrative principles; negotiating techniques; principles and practices of technical operations of the program management principles; budget preparation and administration; public capital project finance and construction.
2. Candidate must possess the ability to plan, organize and direct the work of professional staff; analyze and solve problems; make judgment on all decisions and realize the ramifications and possible impact of each decision; deal tactfully and effectively with government officials, college facility committees, representatives of the community and outside groups and interests and others at all levels concerning business activities; prepare clear, concise and comprehensive technical reports, correspondence, and proposals to political bodies; establish and maintain effective oral communication and cooperative working relationships.
3. Experience in DSA (Division of State Architecture) permitted college/school construction or modernization is highly desirable.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

APPOINTMENT

The Project Planner/Manager of Facilities shall be selected by the Governing Board upon the nomination of the District Chancellor.