

Project Manager (Funded by Measure H)

San Mateo County Community College District

Posting Number: 2014802S

Department: Facilities / Public Safety DIST (DEPT)

Location: District Office

Position Number: TBD

Percentage of Full Time: 100%

FLSA: Exempt (does not accrue overtime)

Months per Year: 12

Salary Range:

Note:

Min Salary: \$100,992 (annual)

Max Salary: \$141,396 (annual)

Position Type: Administrative/Supervisory Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's <https://www.smccd.edu/strategicplanning/SMCCCD%20Strategic%20Plan%20Brochure.pdf> is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

The San Mateo County Community College District is home to Cañada College, College of San Mateo, and Skyline College. All three of our colleges are designated as Hispanic Serving Institutions enrolling approximately 33,000 students each academic year. San Mateo County Community College District has a diverse student population that is a reflection of the communities that it serves. Detailed information

about the student population, including data related to student success, can be found on the <https://www.smccd.edu/factbook>

Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The Position:

Under general direction of the Director of Capital Projects, 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, engineers, and college and District administration during the planning, design, construction, and post-occupancy evaluation phases of specifically assigned capital projects; ensures that projects are planned, designed, constructed and closed out according to District specifications. Consequences of errors in judgment will be costly in potential construction change orders, negative impacts on operation of the subject facilities and ability to delivery instruction and/ or student and community services appropriately, effectively and efficiently over the useful life of the facility (25-50 years).

Based on qualifications of the selected applicant, candidate will be hired as a Project Manager I or Project Manager II.

This is a temporary, grant funded position that is expected to last 5-7 years and is limited to Project Manager performing work in support of Measure H bond projects.

Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Participates in the development of and monitors construction project programs, plans, designs, and schedules
2. Prepares preliminary and final project budgets, monitors commitments and expenditures and presents recommendations for budget adjustments as appropriate
3. Oversees and supervises activities for a variety of District planning, design, and construction projects

4. Develops and maintains project programs and schedules involving external agencies, clients, consultants, contractors, and sub-contractors
5. Acts as liaison between District faculty and staff stakeholders, administrative staff, design professionals and engineers, and coordinates activities of these consultants in the preparation of project design, including drawings and specifications
6. Coordinates the services of architects, engineers, contractors, inspectors and other consultants during project planning, design, construction, occupancy, post-occupancy, and close out
7. Maintains all necessary records for planning, design, and construction activities for assigned projects
8. Conducts facility utilization reviews and measurements to input into District's space inventory documentation
9. Coordinates and advises District faculty and staff design committees in the preparation of Initial Project Proposals (IPP) and Final Project Proposals (FPP)
10. Reviews and comments on completeness and construct-ability of design documents at appropriate design and review phases of project development
11. Manages project procurement phase, including preparation of Division 00-01 specifications, contractor outreach, pre-bid job walks, bid evaluation, and preparation of construction contracts
12. Conducts pre-bid job site visits, pre-construction meetings, and construction progress meetings
13. Oversees that construction work completed complies with current building codes and other regulatory requirements
14. Conducts final inspections of projects as assigned, coordinates project construction closeout procedures, and arranges for official acceptance of projects on behalf of the District
15. 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
16. Oversees post occupancy review process for projects as assigned
17. Performs other duties as assigned

Minimum Qualifications:

- A combination of education and experience equivalent to possession of a Bachelor's degree, preferably in a business, architecture, engineering or technical field of study
- A minimum of three (3) years of successful work experience in construction management and project management that has included management of multiple projects and/or increasingly complex construction projects with values in excess of \$1 million
- Demonstrated project management skills, experience, and knowledge along with the ability to organize, direct, and successfully implement planning, design, and construction

management of all types of construction projects in a higher education setting• Demonstrated experience managing the performance of architects, engineers and other professional consultants, contractors, sub-contractors, inspectors, and other building trades professionals• Comfort working with multiple viewpoints and perspectives, regulatory agencies, stringent timelines and budgets• Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

Physical Requirements:

This classification requires visual inspection, sitting for various lengths of time; the ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move heavy equipment and materials up to 40lbs, work at a computer, including viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, manual dexterity of hands and fingers to operate keyboard; and ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

Equivalence to Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Working knowledge of the: Uniform Building Code (UBC), California Building Code, California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, Americans with Disabilities Act (ADA), and other related statutes; State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges; California Public Contracts Code and the Education Code; Division of State Architect protocols, procedures and requirements; LEED certification process; California Environmental Quality Act (CEQA) process and requirements
2. Demonstrated skill in construction budget preparation and job cost accounting
3. Knowledge of generally accepted construction principles and practices as related to public works, community colleges, and schools as well as methods of purchasing and contract administration in a community college environment
4. Knowledge of different building and infrastructure materials, components, and systems; methods, practices, equipment, and supplies used in facility maintenance and construction, building and safety regulations
5. Knowledge of AutoCAD, BIM , ERP systems, project management software, databases, and all standard office computer applications
6. Knowledge of Critical Path Scheduling (CPM) methodologies and principals, ability to develop and evaluate CPM schedules utilizing Microsoft Project or Primavera tools
7. Ability to work with labor contracts and/or represented workforce
8. Ability to identify problems, develop alternative solutions, make decisions, and achieve consensus on a course of action in a complex and multidisciplinary environment

9. Skill in interpreting legal, technical, and construction documents

10. Ability to communicate clearly and effectively and to represent the Facilities Planning Department and the District in a professional manner to District constituents, community members, and individuals involved in the planning, design, and construction of projects

11. Ability to effectively analyze and review construction documents, such as architectural plans, bid documents, contract documents, and CSI indexes

12. Ability to organize and prioritize workload effectively to meet scheduled deadlines

13. Skill in being a self-motivated team player with the ability to work independently, influence, and collaborate with diverse constituencies

14. Previous experience in an educational setting with responsibility for facility planning, maintenance, and construction management, with demonstrated skills in supervision, budget development and execution, crisis management, project management, negotiation, team building; and interpersonal skills

15. Skill in respectful, tactful and sensitive interactions with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds

Preferred Qualifications:

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees' Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 08/06/2019

First Review Date: 08/27/2019

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).

2. A resume that details all relevant education, training, and other work experience.

3. A cover letter of no more than 3 pages that addresses the applicant's cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicant's qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402
Tel.: (650) 574-6555
Fax:(650) 574-6574
Web Page: www.smccd.edu/hr

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

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5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report:

San Mateo County Community College District's (SMCCCD) 2018 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD ; and on public property within, or immediately adjacent to and accessible from SMCCCD . Our 2018 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2018 <http://smccd.edu/publicsafety/2018%20SMCCCD%20Annual%20Security%20Report.pdf> is now available. The Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. You can obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: <https://apptrkr.com/1588857>

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<https://www.jobelephant.com/>
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