

**Contra Costa Community College District
Classification Specification**

CAPITAL PROJECTS MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Executive/Administrative/ Managerial	Management/ Supervisor	M6	04/01/09	Management	1 of 2

DEFINITION: The Capital Projects Manager plans, organizes and administers multiple major capital improvement projects including renovation, modification and construction of facilities throughout the District. Provides client interface and owner oversight and management of contract planning and design professionals, and construction contractors throughout the planning and construction process.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Assists the Chief Facilities Planner and campus management in the preparation, coordination, development and maintenance of the Facilities Master Plan.
- Manages college, State and local Bond funded construction projects from concept to close-out.
- Ensures facilities planning and construction activities are performed in conjunction with local, State and Federal agencies; ensures that funding release requests for specific projects adhere to State required submittal timelines.
- Provides assistance to managers, faculty, staff and students on building and college facilities planning, including the development of project specifications and equipment needs for projects and in coordinating the planning functions with the project architects and engineers.
- Assists the Chief Facilities Planner in serving as a District liaison to local, State and Federal facility planning agencies, architects, engineers, and technical consultants, inspectors and contractor representatives related to facilities planning, approvals, funding, and construction.
- Plans, organizes, coordinates and manages assigned facility projects, including plans and specifications, bid documents, contract awards, project management, construction, change orders and contract completion acceptances, and construction close-out.
- Provides budget expenditure control administration for assigned planning, construction and maintenance projects; gathers financial data and project status information for inclusion in staff, committee and Governing Board reports.
- Participates in the continued evaluation and improvement of the facilities and planning functions of the District.
- Initiates consultant and construction contracts; directs and reviews the work of architects and other consultants; monitors design professional and construction contractor compliance with budget and schedule; observes construction for quality and conformance with contract requirements in accordance with inspection requirements; represents the District at construction meetings with design professional and contractors.
- Directs preconstruction services and activities to establish conformity of the project plans and documents; leads planning for swing space development and for departmental relocation move management.
- Recognizes need for, and when appropriate, employs testing and inspection firms to assess buildings for hazardous materials and remediation prior to construction start.
- Manages all warranty period claims and dispute resolutions.
- Assists campus personnel with disposal or sale of furniture, fixtures and equipment made surplus by the project and plans temporary storage for items to be retained.
- Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS:

Knowledge Of: Project management fundamentals of construction, renovation, and modernization programming, planning, cost estimating, design, contract management, commissioning, and close-out; real estate development planning and transactions; management of all operations and activities involved in project development, design, construction and commissioning of District facilities; modern building construction practices and laws governing the construction and renovation of public buildings; public works construction inspection processes and procedures; general practices and procedures involved in public contract and purchasing negotiation and administration; practices, procedures, standards and techniques used in the design, development and implementation of construction, renovation and repair projects; interpersonal skills using tact, patience and courtesy; applicable local, state and federal laws, codes, ordinances, regulations, policies and procedures.

Ability To: Organize, implement and direct complex management activities in the areas of construction and planning; manage several complex projects simultaneously; read and interpret architectural and engineering plans and specifications; create detailed cost estimates; evaluate baseline and changes to critical path network schedules; evaluate claims and make recommendations for resolution of claims, weigh the relative costs and benefits of potential actions; prepare and maintain comprehensive narrative and statistical records and reports; prepare, maintain, and distribute project documents, correspondence, and related files; work with a contracts manager to schedule and direct, design, bidding, preconstruction, and construction efforts to meet project schedules and timelines; effectively communicate orally and in writing; effectively supervise and direct design professionals, consultants and contractors; establish and maintain effective working relationships with those contacted in the course of work; demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities..

Education/Training: Bachelor’s degree in Construction Management, Architecture, or Engineering.

Experience: Minimum of ten (10) years of increasingly responsible project management experience on construction projects for large non-residential public works, commercial, industrial, or educational facilities.

Minimum of five (5) years experience managing multiple projects from concept to close out.

Experience with management of other construction project contract types, including indefinite quantity, design-build, and time and material contracts.

Training and/or experience with computer aided design and construction scheduling software preferred.

License: Possession of, or ability to obtain a valid California Drivers License.