

DIRECTOR OF CONSTRUCTION PROGRAM CONTROLS

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Executive/Administrative/ Managerial	Management/ Supervisory	M8	04/01/09	Management	1 of 3

DEFINITION: The Director of Construction Program Controls assists the Chief Facilities Planner and the Director of Construction Operations manage an effective District Capital Improvement Program by developing and managing project controls and processes, plans, budgets, contracts, schedules, and documents. These responsibilities include interface with finance and purchasing department supervisors and staff, and supervision of facilities staff collectively responsible for renovation and construction projects from concept to close out. The Director and staff coordinate with all project team members to prepare comprehensive project status reports for District, College, Oversight, and Board review.

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

- Prepares and reviews project status reports which include data on expenses, encumbrances, cost projections, schedules, and progress updates using spreadsheets, databases, graphs, charts, critical path method schedules, and other presentation media and methods.
- Maintains the Capital Improvements Program master schedule, updating milestone dates and cost loading details as schedules and budgets become more refined and projects progress through planning, construction, and close out.
- Assists project teams with campus planning, space utilization evaluation, project program requirements and other tasks to include special studies that involve technical investigations and analyses and recommends solutions to unique planning efforts at each college.
- Works with in-house and consultant staff to assist the Chief Facility Planner with the development of initial programming and project budgets and milestones. Works with Construction Operations staff and finance and purchasing staff to manage the details for all project control functions through the engineering and procurement phases and transition to the construction phase.
- Coordinates the development of Requests for Proposals and work scopes for planning and programming efforts.
- Participates in the evaluation of potential consultants and/or contractors. Aids in the preparation of the construction contracts. Provides local and state agencies with plans and specifications for distribution and review.
- Leads staff in the management of data collection, input, update. Prepares and modifies budgets, estimates, projections, initiates project documents and files, processes requisitions, and pays invoices.
- Prepares detailed project cost controls and reports.
- Maintains records of all necessary design and construction documentation such as financial cost accounting, meeting minutes, drawings, submittals, applications for payments, change orders, proposals, purchase orders, claims, transmittals, notes, etc.
- Reviews invoices, evaluates payments requests, requests for release of retainage and withholding, and makes payments to architects, consultants, vendors and contractors, ensuring expenses are properly accounted for in accounting and project management databases.
- Reviews and approves final applications for payment related to construction and provides evaluation and recommendations regarding final acceptance of completed projects.
- Leads the development and maintenance of the document management system for the facilities organization. Assists in the development of a computer-based record system for building data. Updates and maintains existing building drawings, utility masters, campus maps, and real estate data. Maintains the technical library and drawing files of the District physical plant.

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- Maintains the active construction project files including all drawings, specifications and correspondence concerning the building development during the actual construction phase. Responsible for maintaining currency of as-built drawings and specifications.
- Reviews and approves final 'as built' drawings.
- Receives all warranties and provides all mechanical and electrical systems information, including operation and maintenance manuals, to District and College staff responsible for ongoing operations and maintenance.
- Manages the labor compliance program, and assists with development of local and disadvantaged business hiring acquisition and tracking processes.
- Consolidates data from staff and consultants on project and construction estimates, constructability reviews, acquisition milestones, and close out status.
- Provides professional advice and consultation to other staff professionals regarding office policy, procedures and standards, codes and regulations.
- Prepares reports and performs special projects as required by the Chief Facilities Planner.
- Provides effective leadership, development, training, and evaluation of construction program control staff members.
- Supports and promotes equal opportunity within the District and the Department.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge Of: Design, construction, and operation of building systems; construction contract document preparation and administration; specification writing and interpretation; construction budgeting and control; quality control; and a basic understanding of current federal, state, and local environmental rules, regulations, building codes, and labor laws; a broad understanding of all design and construction related architecture/engineering disciplines, and the ability to organize, prioritize, perform under pressure in both public and internal capacities; database fundamentals related to project and document management; parametric and detailed estimating procedures for large projects and change orders; scheduling fundamentals and software using critical path networks; thorough understanding of the capital planning process, as administered by the State of California, is desirable.

Ability To: Communicate (both written and verbal) in order to convey knowledge necessary for performance of duties; In addition, the ability to maintain ongoing positive working relationships with a variety of employees and outside contractors is necessary. Must have strong leadership qualities in order to effectively lead the efforts of the construction program controls team by promoting and ensuring the positive interaction between all stakeholders. The position also requires excellent organizational skills in order to maintain and retrieve a myriad of information and documentation. The position requires the evaluation of a large amount of detail to solve complex problems associated with building renovation and new construction projects. Examples include evaluation of different design solutions, substitution of materials, rescheduling of projects, locating of alternative processes, etc. The solving of problems requires the individual to be creative and imaginative. Assign projects to staff based on qualifications of individuals and workload. Prepare building space programs, cost estimates and schedule milestones. Direct and coordinate the activities of professional consultants as they pursue various projects and studies for the District and Colleges; recommend and advise the Chief Facilities Planner in the implementation of standards, policies and procedures for the successful implementation of the Program Controls functions and processes; recognize and be able to relate to the formal and informal

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organizational and functional structures of all District and College departments. Identify nature and scope of proposed project prior to design, including investigation of compliance with state, local, and other applicable building codes, and convey information to appropriate persons. Organize and maintain past and present building and site drawings and construction and construction-related documents including drawings, maps, blueprints, surveys, specifications, and construction project files. Plan, coordinate, and schedule a host of projects simultaneously involving a number of District and College stakeholders, consultants, contractors, department heads, and other personnel. Perform detailed tasks related to budget development and tracking; cash flow monitoring, invoicing, forecasting, and reporting. Function effectively within the project team and to respond to project requirements with a minimum of group direction and/or supervision. Highly detail oriented and organized in work.

Education/Training:

Bachelor's degree in Engineering, Architecture, or Construction Management, with additional experience and/or training in business management, contracting fundamentals, and finance. Advanced degree preferred.

Experience:

Minimum of 10 years experience in planning, scheduling, progress measurement, cost control, estimating, and document control on all project phases from concept to project close out which should have been gained primarily in the non-residential construction industry.

Minimum 5 years experience managing multiple projects from concept to close out.

Minimum 3 years supervisory experience managing three or more construction industry employees.

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

Experience with computer based construction scheduling software is required.

License/Certification: A valid Class C California Driver's License

Adopted: 4/1/09