

**PERALTA COMMUNITY COLLEGE DISTRICT - July 11, 2007**

**CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**DIRECTOR OF CAPITAL PROJECTS**

**(Management Salary Range 4)**

**Job Code: 740**

**CLASS PURPOSE**

Under the direction of the Vice Chancellor for General Services, provide leadership in the management and administration of capital projects.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Act as Construction Manager for capital outlay projects district-wide.
- Perform all contractual duties for the hard and soft construction costs for the prescribed project.
- Coordinate budget estimates (Not-To-Exceed) for District and prepare constructability reviews.
- Identify, recommend, and negotiate cost-effective consultant contracts for the District and monitor the consultants' budgets and monthly invoicing when required.
- Set up and implement review procedures and techniques to assure timely processing of pay applications, invoices, contracts, sub contracts, and change orders.
- Monitor and keep projects on Master Schedule on track and identify Milestones.
- Develop and maintain good relationship with Architects, Consultants, Inspectors, and General Contractors and coordinate meetings for the team.
- Work to develop building standards for construction and maintenance consistency on the District's behalf.
- Maintain timely and accurate reporting to management including budget, construction, and project milestone records as needed.
- Manage, execute, and/or develop project team coordination according to District standards and policies including knowledge of Public Contract Code and California Education Code.
- Review contract conditions; ensure compliance with all contract terms.
- Prepare documentation of all significant project events, e.g., accidents, delays, permit status reports, change orders and claims.
- Direct preconstruction services and activities to establish conformity of the project plans and documents.
- Develop calendar of upcoming bids that will require internal approvals in a timely fashion.

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- Coordinate with Director of Facilities Operations regarding service maintenance needs for new projects.
- Maintain quality control (integrity and excellence of completed project).
- Coordinate "Outreach" programs with Purchasing Compliance Manager, as required to implement Board Policy on SELBE/SLBE.
- Mitigate claims and conflict during the course of construction.
- Ensure the completion of all job close-out procedures and coordinates storage of historical records and files.
- Work with Architects and Consultants to ensure projects are completed within prescribed budgets unless scope of services are modified or extended by the appropriate internal approvals (i.e., Director, Chancellor, Board of Trustees).
- Supervise staff as appropriate.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Bachelor's Degree from an accredited college or university in planning, public administration, construction management, engineering, architecture, or related field and three (3) years of increasingly responsible experience in planning, facilities or managing the construction of educational, governmental, or commercial building projects at the supervisory or management level; or an equivalent combination of education and qualifying experience that would likely provide the knowledge and abilities to perform the duties of the position.
2. Possession of a LEED certification. This certification is a condition of continued employment and must be obtained within one year of employment.
3. Ability to organize, implement and direct complex management activities in the area of construction and planning.
4. Knowledge of applicable Federal, State, and local laws as they relate to construction program management.
5. Knowledge of California Capital Outlay and Deferred Management Programs.
6. Knowledge of California Public Contracts Code and Education Code.
7. Knowledge of budget preparation and administration, job cost accounting.
8. Knowledge legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
9. Knowledge of generally accepted construction principles and practices as related to public works and schools.
10. Knowledge of methods of purchasing and contract administration.
11. Possession of a current valid California Department of Motor Vehicles Driver's License, and must be insurable under the Peralta Community College District's current automobile policy.

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12. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
13. Ability to communicate effectively, both orally and in writing.
14. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

- Possession of a Master's Degree from an accredited college or university in a related field.
- Ability to manage major construction and renovation projects efficiently.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to maintain awareness of new and changing techniques and technology in facility systems.
- Current knowledge, understanding, and extensive experience with today's construction standards and innovative techniques based on one's experience managing construction projects of the magnitude of public institutions and/or private/corporate projects.
- Demonstrated track record of effective working relationship with contractors and sub-contractor who adhere to professional quality.
- Knowledge of and experience with environmental sustainability.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13