

PERALTA COMMUNITY COLLEGE DISTRICT - October, 2010

CLASSIFIED MANAGEMENT JOB DESCRIPTION

**PROJECT DESIGN MANAGER
(Management Salary Range 2)
Job Code: 745**

CLASS PURPOSE

Under general direction of the Vice Chancellor for General Services, performs project design/coordination in a community college project environment with Architects working with a variety of community college construction 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.

- Manage facility energy and environmental design as it relates to capital projects.
- Establish preliminary and final scope for budget and facilities schedule for approval.
- Negotiate and administer approved consultant agreement requests and amendment requests on projects in design; review, approve and monitor all consultant design activities and invoicing.
- Coordinate both bridging and architect of record drawings to meet LEED (Leadership in Energy and Environmental Design) certification requirements.
- Initiate preliminary scoping activities and establish protocols with campus administration and design teams.
- Coordinate scope with Maintenance & Operations Department and all other internal department requirements.
- Review and recommend building arrangements, construction methods, and types of materials and overall appearances during the design phases for District approval.
- Monitor development and completion of construction documents, including schematics, design development, working drawings, cost estimates and schedules.
- Provide technical expertise in areas of building systems, functional use for campus activities, budgeting for all campus improvements, site utilizations and identification of state and local code constraints.
- Insure conformance with District standards and guidelines for quality assurance.
- Serve and facilitate as liaison among campus administrators, faculty, community groups, architects, engineers and surveyors, and planning and construction agencies (State of California Division of the State Architect (DSA) and local jurisdictions).

Job Description: Project Design Manager

- Monitor all furnishings, fixtures, equipment, and color scheme specifications during construction documentation.
- Prepare and implement budgets, schedules, status reports, and control documentation on projects from inception to DSA approval.
- Conduct initial systems investigations and make recommendations on design modifications.
- Transition all completed State-approved construction documents to District-approved Construction Project Manager for bidding and construction activities.
- Review and comment on all architectural drawings from conceptual design through constructability review.
- Review and coordinate value engineering for all Measure A construction projects.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in Construction Management, Architecture, Engineering or related field and five (5) years of progressively responsible experience in construction design management of multi-million dollar projects as an Architect, Construction Manager or Project Manager in an institutional setting.
2. Thorough knowledge of engineering and construction principles, practices and procedures, and familiarity with applicable laws and government regulations, and principles of management and supervision.
3. Ability to manage Architect Contracts, payment approvals and the design process.
4. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment.
5. Ability to communicate effectively, both orally and in writing.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a LEED AP certification is highly desirable.
- Knowledge of community college engineering and construction principles, including practices and procedures, applicable laws and government regulations.
- Working knowledge of the Uniform Building Code (UBC), California Building Code (CBC), California Occupational Safety and Health Act (CALOSHA), Americans with Disabilities Act (ADA), State of California Division of the State Architect (DSA), and other related statutes; State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges; California Public Contracts Code and the California Education Code.
- Demonstrated skill in construction budget preparation and job cost accounting.

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- **LICENSE:** A valid California Department of Motor Vehicles Driver's License.

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