

PERALTA COMMUNITY COLLEGE DISTRICT – February 2020
CLASSIFIED JOB DESCRIPTION

CAPITAL PROJECTS SPECIALIST
(SEIU Local 1021 Salary Range 105)
Job Code: 932

THE POSITION

Under direction of the Director of Capital Projects, or the Director of Facilities Planning and Development, the Specialist is responsible for a wide range of complex business processes related to the District's Capital Improvement Program. Responsibilities include project coordination, compliance, budget analysis and monitoring, reporting, and financial processes related to capital projects. Coordinates work with the Finance Department and supports the Capital Projects management team, acting as a liaison to contractors, vendors, staff, business partners, governmental agencies, and other external agencies.

EXAMPLES OF ESSENTIAL DUTIES:

- Monitor status of various projects to ensure continued financial viability and compliance with pertinent statutes and regulations and advise project managers on updated project budget availability.
- Support Director, consultants, and construction team to ensure client and facility objectives are met throughout the design, construction and project close-out process; participate in all project related meetings and conferences as requested.
- Collect and compile statistical data.
- Prepares status reports on construction project plans, progress and activities; serve as resource for construction project information.
- Works closely with Finance Department to establish and coordinate escrow accounts for vendors.
- Receive and verify project pay applications and invoices, review for financial accuracy, ensure compliance with Local and State policies and regulations; process and route pay applications and invoices for payment
- Respond to all vendor payment inquires and resolve invoice and payment issues.
- Researches existing vendor POs in preparation for taking projects to board.
- Creates, updates, and maintains, capital projects related logs, document templates and contractor spreadsheets.
- Prepares and posts public notices of construction; coordinates with departments as needed.
- Research close-out documents; prepares and files Notices of Completions to the County for project completion.
- Monitors stop notices and receives amounts withheld on payment submittal requests.
- Verifies contractors and consultant's licenses with state contractor's license and ensure compliance with SB 854 and Public Works contractor registration (PWC).

- Monitor and maintain capital projects expenditure and budget data; prepare and process addendums for cost changes.
- Reviews and verifies correct budget coding for projects.
- Creates budget transfers and requisitions.
- Submits vendor contracts to the internal legal department for review.
- Prepares, gathers, and processes, construction change orders, addendums for cost increases and decreases, and contract time extensions; obtains signatures from Architects, Contractors, Engineers, and route to levels of internal managers for approval.
- Reviews Capital Project Documentation.
- Compose and prepare correspondence, memorandum, minutes, budget and reporting narratives, research summaries, procedure manuals, and other materials.
- Sets up, maintains and retrieves file data related to projects, vendors, budget history, operational and fiscal trends, expenditure projections, audit recommendations, grants, accreditation information and other information as required.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a major in business administration or a related field and three (3) years of responsible and professional work in facilities administration, construction, accounting, public administration; or any combination of education, training and qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the essential functions of the position.
2. Demonstrated experience in the interpretation and application of rules, regulations, codes, and policies.
3. 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.
4. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body

- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.