

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Assistant Project Manager, Campus Capital Projects	Range: 13(CL)	Management Schedule
Date Revised:		Date Approved:	<u>January 24, 2017</u>
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### **PRIMARY PURPOSE**

Under the direct supervision of the Project Manager, Campus Capital Projects, coordinates developing, planning, organizing, and coordinating the daily construction activities for the District's campus capital projects, including preparing cost estimates, scheduling and recommending construction projects, coordinating all requirements of the Division of the State Architect's Office (DSA), and developing and coordinating submittals for the State Schedule Maintenance Program.

### **ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates with the District departments, Campus Maintenance & Operations department, architects and engineers, DSA inspectors, and contractors to ensure projects are delivered in an effective, timely and responsible manner and are in compliance with District standards, applicable laws, codes, rules, and regulations.
2.	Researches and assists in developing District standards for a wide variety of construction-related projects, ensuring all proposed standards conform to current building codes and federal, state, and local regulations and guidelines.
3.	Assists in planning, scheduling, and coordinating District capital construction projects. Assists in developing schedules for projects to minimize impact on instruction programs and office functions.
4.	Maintains and establishes document control protocols for all facilities projects, from inception through design, construction, close out, and audit. Updates and maintains campus and facility site and building plans for inventory purposes and annual space planning.
5.	Analyzes and reviews student enrollment projections and enrollment surveys to evaluate facility needs and capacities in relation to annual and long-term facility plans; reviews applicable Master Plans for sites.
6.	Assists Campus Capital Project Manager, District's Purchasing and Facilities & Construction departments during mandatory pre-bid meetings and bid openings, pre-construction meetings and conferences to clarify construction features and document submittals policies.
7.	Reviews contracts and recommends the award of contracts for construction, renovation, and alternation projects. Assists in the review, analysis, and preparation of contracts for professional services as needed.
8.	Assists in reviewing, analyzing, preparing, and administering requests for proposals, solicitations, quotes for services, and qualifications of consultants/vendors/contractors related to pre-construction and construction activities as assigned.
9.	Reads and interprets building plans, drawings, specifications, planning reports and other documents to assure conformance with building safety codes, codes, applicable laws, and regulations. Performs and interprets statistical calculations.
10.	Verifies architectural and engineering cost estimates.

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11.	Assists in the development of annual budgets. Assists in fiscal analysis relating to facilities planning and construction accounting, budgeting, processing invoices, and payment requests. Audits accounts to ensure funds are appropriately expended and comply with appropriate state and federal regulations.
12.	Assists in the preparation of expenditure and close-out reports with the State Chancellor's Office, Division of State Architect or other regulatory agencies as assigned.
13.	Meets, prioritizes, coordinates, and schedules various capital projects with Campus and District administrators, maintenance personnel, contractors, department chairs, faculty, and staff as they relate to facilities planning/construction activities.
14.	Assists in preparation of oral and written materials, reports, Board of Trustees meeting agenda item(s), and conducts follow-up activities as necessary for specialized facilities planning/projects.
15.	Inspects completed and work-in-progress construction projects on a daily basis. Inspects and recommends the removal of fire, safety, or health hazards including assisting in coordinating asbestos-related issues.
16.	Reviews and recommends purchasing requests. Makes recommendations on change orders. Ensures all paperwork is completed and filed.
17.	Prioritizes and coordinates duties and assignments to ensure effective workflow and to facilitate operations. Completes and processes required documents and reports.
18.	Uses word processing, spreadsheet, project management, and planning software tools to produce charts, graphs, tables, and other type documents. Uses and learns a variety of software systems, including facilities database management and fiscal management, or web-based systems that campus may utilize in the course of planning, design and construction, typical to facility planning.
19.	Performs duties such as receiving visitors and incoming calls, schedules meetings and appointments; prepares reports, minutes of meetings, requisitions and statistical materials; may compose standard letters; operates office machines and equipment, such as but not limited to calculators, fax machines, photocopying, and personal computers.
20.	Performs other duties as assigned.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in architecture, engineering, construction management or other facilities related degree and five years of increasingly responsible experience within the last seven years in construction planning, estimating, coordination, inspection, and project management.

Experience in local bond and state funded projects preferred. –Experience working in a California community college facilities management position preferred.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of methods of project management, budgeting, scheduling, contracts, planning and construction, materials, equipment, supplies related to facilities.

Knowledge of materials and methods of building construction practices and delivery methods including the laws governing the construction, maintenance, and repair of educational facilities including labor costs.

Knowledge of estimating materials and labor costs.

Knowledge of basic architectural and engineering principles and practices.

Knowledge of construction industry standard principles and practices.

Knowledge of state and local agency laws and regulations, such as the Division of State Architect (DSA), Division of Industrial Relations (DIR), and California Department of Education, building codes, and other governmental agency requirements for facilities planning and construction.

Knowledge of California Environmental Quality Act, Storm Water Pollution and Prevention Programs, Hazardous Materials Abatement Programs, Energy Saving Incentives and Programs.

Knowledge of safety practices and requirements to comply with various safety and hazardous materials training requirements such as those required by the Occupancy Safety and Health Administration (OSHA) and National Institute for Occupational Safety and Health (NIOSCH).

Knowledge of budgeting principles and practices.

Knowledge of customer service principles including the use of tact, patience, and courtesy.

Ability to interpret, apply, and explain local, state and federal laws governing construction of community college facilities, but not limited to, Title 24 of the California Code of Regulations (California Building Standards Code), American with Disabilities Act (Title II and III), fire, safety, and energy conservation.

Ability to apply District operations, organization, policies, and objectives experience.

Ability to update and apply District Standards.

Ability to perform public speaking.

Ability to communicate effectively orally and written English with diverse constituencies within and outside of the district.

Ability to prepare various reports.

Ability to manage multiple projects simultaneously with critical activities and deadlines.

Ability to prioritize and schedule work.

Ability to evaluate the quality of work performed by outside professionals and contractors.

Ability to access drawings and plans in the California State Chancellor's Office FUSION program.

Ability to operate computer and assigned software, including scheduling software to develop detailed construction schedules.

Ability to utilize AutoCAD including knowledge of Building Information Modeling (BIM) and clash detection.

Ability to maintain and organize detailed records.

Ability to work independently with little direction.

Ability to drive a vehicle to conduct work and visit multiple facilities and active construction sites; observing legal and defensive driving practices.

Ability to maintain sensitive to and understand the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

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## **SPECIAL REQUIREMENTS**

Valid California driver's license. Must be able to travel between campuses, other District locations, and other sites.

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## **WORKING CONDITIONS**

Office environment subject to constant interruptions and frequent interaction with others. Field environment requiring site inspections; may involve exposures to various chemicals, hazardous materials,

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high voltage, excessive noise, high locations, and/or cramped conditions. Essential functions require maintaining physical condition necessary for ambulating for extended period of time; walking over rough or uneven surfaces; moderate to heavy lifting; and near visual acuity for creating computer-generated work and reading printed materials.