



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Assistant Project Manager, Capital Planning, Design, and Construction	Salary Range:	15
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of an administrator or manager, the Assistant Project Manager, Capital Planning, Design, and Construction (CPD&C) supports the Project Manager in coordinating and implementing capital construction projects on campus. The Assistant Project Manager assists with assigned phases of project development, including design, bidding, construction, and close-out, by monitoring project activities and supporting delivery within scope, schedule, budget, and applicable codes, regulations, standards, and District policies.

DISTINGUISHING CHARACTERISTICS

The Assistant Project Manager, Capital Planning, Design, and Construction is distinguished by its key supporting role that contributes to the planning and execution of capital projects across a college campus. The Assistant Project Manager applies technical expertise to support project documentation, schedules, and compliance processes, and adherence to applicable building codes and regulatory requirements.

The Assistant Manager is distinct from the Project Manager, who holds primary authority for project scope, budget, schedule, and contracts. The Assistant Project Manager performs professional-level tasks under the direction of the Project Manager in design, procurement, construction, project documentation, and facilities management systems to support assigned project tasks.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Project Coordination

1. Assists in coordinating campus capital projects as directed by the Project Manager, Director, District and campus leadership.
2. Assists to maintain and update project schedules prepared by the Project Manager.
3. Coordinates project meetings, prepares agendas, minutes, and project status updates for Project Manager review and distribution.
4. Assists in serving as a liaison among architects, engineers, contractors, and District representatives as delegated by the Project Manager.
5. Participates in pre-construction, construction meetings, and regular job site visits to support the Project Manager by documenting activities and tracking follow-up items.
6. Participates in pre-construction meetings, reviews site logistics plans, and prepares draft materials regarding construction progress and potential campus impacts for Project Manager approval.



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7. Assists with construction impact assessments and studies as directed by the Project Manager.

Design and Construction Administration

8. Reviews and interprets architectural and engineering drawings, and specifications to identify discrepancies and reports potential compliance issues to the Project Manager;
9. Reviews requests for facility modifications to ensure requests are completed and approved by the appropriate manager.
10. Assists with the preparation, review, and administration of design and construction contracts, ensuring accuracy and completeness of draft materials.
11. Assist with tracking project budgets and cost estimates and flags potential concerns for Project Manager evaluation; assists in identifying potential cost concerns, including value engineering measures.
12. Supports coordination of inspections and construction activities by documenting outcomes and tracking required follow-up.

Bid and Procurement Support

13. Assists in preparing and organizing bid documents, requests for proposals (RFPs), and requests for qualifications (RFQs) for Project Manager review.
14. Supports coordination and attends job walks, collecting and routing pre-bid RFIs, logging addenda submittal and supporting contractor evaluations in collaboration with the Project Manager and Purchasing.
15. Under the direction of the Project Manager, tracks bid submissions, prepares draft addenda, and ensures documentation is processed in accordance with public contracting laws and District policy.

Regulatory Compliance and Reporting

16. Supports the Project Manager in ensuring compliance with applicable building codes, Division of the State Architect (DSA) requirements, and other local, state, and federal regulations.
17. Assists in gathering, maintaining, and submitting required documentation to the State Chancellor's Office, DSA, and other regulatory bodies.
18. Assists in monitoring compliance with labor, safety, and environmental regulations and advising the Project Manager of any concerns.

Documentation and Recordkeeping

19. Assists in collecting and organizing required forms and close-out documentation for Project Manager submission to the State Chancellor's Office, Division of the State Architect, or other applicable regulatory agencies.
20. Develops and maintains document control systems for all project-related materials as assigned.
21. Updates and maintains facility records, floor plans, and as-built drawings under Project Manager direction.
22. Compiles data for reports, project summaries, and Board of Trustees agenda items for



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Project Manager review.

23. Manages records related to change orders, RFIs, permits, and project correspondence in alignment with department established processes.

Campus and Stakeholder Communication

24. Coordinates, under Project Manager direction, with campus administrators, faculty, and staff regarding project impacts, schedules, and construction activities.
25. Communicates construction progress to internal stakeholders as directed by the Project Manager.
26. Prepares communications under the direction of the Project Manager.

Budgeting and Financial Tracking

27. Assists in preparing and tracking project budgets; reviews invoices and supporting documentation for PM review.

Facility, Evaluation, and Space Planning

28. Collects and organizes data related to campus space utilization and assists in evaluating facility needs for master planning purposes as directed.
29. Maintains inventory of facilities and supports data collection for annual space and inventory reporting as directed.
30. Prepares draft materials related to project budget and timelines; coordinates purchasing requests, as assigned.

Professional Development and Continuous Improvement

31. Maintains current knowledge of construction technologies, public works contracting, and relevant codes and regulations.
32. Contributes to process improvements that enhance efficiency and quality in capital project delivery; ensures effective workflows.

Technology and Process Improvement

33. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

34. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

35. Performs other duties that support the overall objective of the position.



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WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Architecture, Engineering, Construction Management, or a related discipline; **AND**
- Two (2) years of increasingly responsible experience supporting capital construction, facilities planning, and/or project management;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Experience with public works construction in a higher education environment.
- Experience in local bond and state-funded projects.
- Experience working in facilities management within a California community college environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Familiarity with the California Code of Regulations, Title 24 and other applicable laws and regulations related to the area of assignment.
- Design processes.
- Principles of project management, budgeting, scheduling, contracts, planning, and construction.
- Materials and methods of building construction practices and delivery methods, including the laws governing the construction, maintenance, and repair of educational facilities.



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- Local, state, and federal construction regulations, including Division of State Architect (DSA), Division of Industrial Relations (DIR), building codes, and other governmental agency requirements for facilities planning and construction.
- Principles of budgeting, cost estimates, and labor costs.
- Basic architectural and engineering principles and practices.
- Basic construction industry standard principles and practices.
- Equity and inclusion principles, particularly in the context of student support services.
- Community college structures, processes, and student demographics.

Skills:

- Project management.
- Knowledge of AutoCAD, Building Information Modeling (BIM) software, and project management software tools (such as MS Project, or similar platforms) to assist in monitoring project timelines, resource allocation, and real-time financial tracking.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Ability to:

- Work independently and collaboratively within a team environment.
- Interact positively and professionally with a diverse student population, faculty, and staff.
- Apply District operations, organization policies, and objectives experience.
- Read and interpret technical plans and specifications.
- Updating and apply District/Campus Standards.
- Support presentations and project plans in a public forum or meeting environment.
- Develop, prepare, and generate comprehensive statistical and/or narrative reports.
- Maintain accurate and organized records.
- Maintain confidentiality and handle sensitive information with discretion.
- Learn and adapt to new software, systems, and processes as required.
- Attend and participate in diversity, equity, and inclusion trainings and events.
- Provide an inclusive and welcoming work/educational environment.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.



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- Establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the essential functions of this classification, the incumbent is required to maintain physical condition necessary for ambulating for extended periods of time; walking over rough or uneven surfaces, and moderate to heavy lifting. The incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.



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WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily in a variety of indoor and outdoor (field) environments requiring site inspections; where various safety considerations exist. The incumbent may be exposed to various chemicals, hazardous materials, high voltage, excessive noise, high locations, and/or cramped spaces/conditions. The essential functions of this classification require maintaining physical condition necessary for ambulating for extended periods of time; walking over rough or uneven surfaces, and moderate to heavy lifting.

The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.