



Job Description

Job Title:	Project Manager, Capital Planning, Design, and Construction	Salary Range:	24
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 general direction of an administrator or manager, the Project Manager, Capital Planning, Design, and Construction (CPD&C) leads, oversees, and delivers assigned campus capital improvement projects with delegated authority from the Director of CPD&C. The Project Manager manages new construction, renovation, modernization, and major maintenance projects from initial planning through project closeout, ensuring quality, cost control, schedule adherence, and risk mitigation. The Project Manager serves as a primary liaison between architects, engineers, consultants, contractors, and regulatory agencies to ensure projects align with District and campus strategic goals, sustainability objectives, and regulatory compliance.

DISTINGUISHING CHARACTERISTICS

The Project Manager, Capital Planning, Design, and Construction is a management-level classification with responsibility for the oversight of assigned capital projects. The Project Manager requires extensive technical knowledge of facility planning, design, construction management, and regulatory compliance. Emphasis is placed on day-to-day project execution, schedule adherence, budget compliance, and reporting program-level progress to the Director.

The Project Manager, Capital Planning, Design, and Construction focuses on execution and coordination of professional design and construction services rather than broad strategic leadership and plays a key role in advancing the District's Facilities and Strategic Master Plans, implementing sustainability initiatives, and ensuring projects support long-term educational and operational goals.

ESSENTIAL FUNCTIONS

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

Project Planning, Construction, and Management

1. Oversees assigned campus projects, including new construction, renovation, modernization, and replacement, from concept through completion, ensuring projects are delivered efficiently, within budget, on schedule, and to quality standards.
2. Ensures projects align with the District's Strategic Plan, Educational and Facilities Master Plans, District/Campus standards, and institutional goals.
3. Develops project scopes, budgets, schedules, logistical plans, and priorities; determines appropriate work scope and establishes strategies, timelines, and actions to guide each project through planning, design, construction, occupancy, and closeout while maintaining compliance with all applicable standards and regulations.
4. Reviews and interprets architectural, engineering, and construction documents to ensure constructability, performance, efficiency, and compliance with District and campus design standards.



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5. Collaborates with architects, engineers, consultants, and administrators on all design disciplines, including structural, mechanical, electrical, civil, landscape, and specification components, to ensure cohesive, functional, and sustainable project outcomes.
6. Develops project phasing and logistics plans; recommends design or procedural modifications to improve efficiency, safety, and overall project success.
7. Oversees and coordinates communication and information flow among technical experts such as inspectors, geotechnical engineers, materials testing laboratories, and environmental and hazardous materials consultants.
8. Assists in maintaining campus design standards to reflect evolving sustainability goals, technological advancements, and operational best practices.

Contracts, Bids, and Procurement

9. Prepares, reviews, and administers bid and contract documents, including requests for proposals (RFPs), project specifications, and related agreements.
10. Conducts and participates in pre-bid conferences, site walkthroughs, bid evaluations, and pre-construction meetings to clarify requirements and contractual obligations.
11. Analyzes and evaluates contractor and consultant proposals for scope, cost, technical accuracy, and compliance with District standards; verifies bidder qualifications and documentation.
12. Oversees contract administration, ensuring adherence to legal, financial, and performance requirements.
13. Monitors contractor and consultant performance, schedules, budgets, and change orders; reviews and assists to resolve claims, requests, and disputes through effective communication, negotiation, and application of contract terms to ensure timely and successful project delivery.

Budgeting and Fiscal Oversight

14. Develops and manages project budgets; monitors, controls, and manages expenditures to ensure compliance with funding allocations, accountability, and fiscal controls in accordance with District policies and funding requirements.
15. Prepares project cost estimates and project budget reports for department leadership, District, and the Board of Trustees.
16. Maintains accurate project documentation for reporting and compliance purposes.
17. Develops and prepares annual preliminary budgets for assigned programs and/or projects; monitors, controls, and manages expenditures to ensure compliance with funding allocations and fiscal controls.

Stakeholder and Agency Coordination

18. Serves as the primary liaison among construction teams, and governmental agencies to ensure effective communication, coordination, and project alignment.
19. Oversees and manages the work of external consultants, including architects, engineers, inspectors, construction managers, and specialized professionals in areas such as geotechnical engineering, environmental assessment, California Environmental Quality Act (CEQA) compliance, hazardous materials abatement, and materials testing.



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- 20. Coordinates with federal, state, and local regulatory entities, including the Division of the State Architect (DSA), Air Quality Management District (AQMD), and environmental health and safety offices, to ensure full compliance with applicable codes, standards, and regulations.
- 21. Communicates project progress, milestones, and technical issues with administrators, faculty, and staff, providing professional guidance and recommendations.
- 22. Represents the District at public meetings, planning sessions, and stakeholder forums, maintaining transparency and collaboration throughout all project phases.

Project Reporting and Compliance

- 23. Prepares and presents reports on design progress, project status, budgets, schedules, and performance metrics.
- 24. Maintains comprehensive and thorough recordkeeping and document control systems to ensure all project documentation and files, such as records of inspections, submittals, and correspondence is accurate, up-to-date, and archived in accordance with department requirements.
- 25. Monitors contractor safety programs and ensures compliance with Occupational Safety and Health Administration (OSHA), CEQA, Americans with Disabilities Act (ADA), energy efficiency mandates, sustainability guidelines other regulatory requirements.
- 26. Collects, reviews, and verifies data and documentation, including CEQA reports, land surveys, and soil analyses, to support architectural, engineering, and regulatory requirements.
- 27. Oversees the preparation, maintenance, and distribution of comprehensive reports, records, and files related to project activities; ensures accuracy and timely submission in compliance with federal, state, local, and District regulations.

Leadership and Supervision

- 28. Provides leadership, supervision, and direction to assigned staff, promoting accountability, teamwork, and professional growth.
- 29. Trains, evaluates, and mentors project teams to ensure adherence to quality, safety, and performance standards.
- 30. Participates in recruitment and selection processes and organizes orientation and ongoing professional development activities to build and maintain a skilled and effective workforce.
- 31. Implements procedures and best practices related to project management, budgeting, safety, and construction operations to ensure consistency, efficiency, and compliance across all departmental functions.

Technology and Process Improvement

- 32. Implements project management procedures, tools, and best practices to ensure consistency and transparency across all capital projects.
- 33. Follows process improvement initiatives and integrates emerging technologies, including advanced facilities and project tracking systems, to enhance workflow efficiency, data accuracy, and accountability throughout the planning, design, and construction lifecycle.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



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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. Organizes, attends, and/or chairs a variety of administrative and staff meetings as needed; serves on committees and participates in special projects as assigned to support departmental and District objectives.
36. Performs other duties that support the overall objective of the position

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 Engineering, Construction Management, or related discipline; **AND**
- Five (5) years of increasingly responsible management experience within the last eight (8) years in project management, construction management, or related field.
- **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 in managing local bond and state funded projects.
- Experience working in a California community college facilities management role.
- Experience working in an educational or public sector 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:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.



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- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of California Community College Construction Act, Capital Outlay Budget Handbook, Scheduled Maintenance, Special Repair Program, and Hazardous Substance Program.
- Knowledge and understanding of the competitive bidding process, contract language, contract administration, notices of advertisement, specifications, drawings, and general facilities planning techniques.
- Knowledge of federal and state laws and regulations related to facilities planning and construction, and labor compliance procedures.
- Knowledge and understanding of design processes, design phases, design management, school construction, and coordination of subconsultants.
- Knowledge of required steps for project management and accountability, including current construction costs and practices.
- Knowledge of methods and execution of project management, budgeting, scheduling, contracts, planning and construction, materials, equipment, and supplies related to facilities.
- Knowledge of local, state, and federal laws governing construction of community college facilities.
- Knowledge of the California Environmental Quality Act, Storm Water, Pollution and Prevention Programs, Hazardous Materials Abatement Programs, and Energy Saving Incentives and Programs.
- Knowledge of District organization, operations, policies, and objectives related to facilities planning, construction, and contractual agreements for services.
- Knowledge of general budgeting and accounting principles and procedures related to facilities planning and construction.
- Knowledge of research project policies, procedures, and practices, including data collection and analysis.
- Knowledge of recordkeeping, filing, file sharing, and filing system methods and techniques.
- Knowledge of the Americans with Disabilities Act (ADA).
- Knowledge of Occupational Safety and Health Administration (OSHA) regulations.
- Knowledge of the National Institute of Occupational Safety and Health (NIOSH).
- Knowledge of public bidding processes.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Project Management.
- Facilities and construction projects.



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- Knowledge of AutoCAD, Building Information Modeling (BIM) software, and project management software tools (such as MS Project, or similar platforms) to monitor 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), Bluebeam, scheduling software, and other relevant industry relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes.

Abilities:

- Work independently and collaboratively within a team environment.
- Interact positively and professionally with a diverse student population, faculty, and staff.
- Plan, organize, coordinate, manage, and expedite projects related to the assignment.
- Develop, prepare, and administer project budgets.
- Manage multiple projects simultaneously and manage the quality of work performed by outside professionals and contractors.
- Read, interpret, and evaluate construction plans, blueprints, and specifications, including laws, polices, regulations, and contracts.
- Operate computer and assigned software.
- Drive a vehicle to conduct work and visit multiple facilities and active construction sites.
- Analyze and evaluate facilities planning and construction proposals, budgets, contracts, and contractor performance/compliance.
- Lead and supervise complex public works construction contract activities.
- Prepare complex bid documents and conduct pre-bid conferences and public bid openings before large groups.
- Exercise good judgment and initiative in resolving problems in making recommendations.
- Conduct effective contract negotiations.
- Maintain records and prepare reports.
- Supervise, train, and provide work direction to others.
- Interact courteously and effectively with faculty, staff, and the public.
- Interpret and follow written and verbal instructions, safety procedures, and operational guidelines.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Maintain confidentiality and handle sensitive information with discretion.
- Learn and adapt to new software, systems, and processes as required.
- Provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Attend and participate in diversity, equity, and inclusion trainings and events.
- Provide an inclusive and welcoming work/educational environment.



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- 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.
- 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 duties of this classification, 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). The incumbent may be required to lift heavy materials and operate machinery.

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.

Working Conditions:

Work is performed in indoor and outdoor environments, subject to adverse weather conditions and a variety of safety considerations. The incumbent may be subject to high levels of noise from equipment, dust, fumes, and varying weather conditions; exposure to hazardous chemicals and materials as well as various insects or rodents/pests. The incumbent may be required to wear a respirator or other safety equipment in the execution of essential responsibilities including personal protective equipment (PPE). 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.