

Project Manager
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=228721>

Downloaded On: May. 9, 2024 3:45pm

Posted Jan. 11, 2024, set to expire May 12, 2024

Job Title	Project Manager
Department	Facilities Planning
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jan. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/District-Services/Project-Manager_REQ11905-1
Apply By Email	
Job Description	

Title:Project Manager

Job Category:Classified Administrators and Managers

Job Opening Date:January 09, 2024

Job Closing Date:

Location:District Services

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Work Location:Mission Viejo, CA

Department:Facilities Planning

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:Monthly

Work Days:Monday - Friday

Work Hours:8:00 am - 5:00 pm (Schedule and shift are subject to change in accordance with department needs)

Hours Per Week:40

Percentage of Employment:100%

Months of Employment:12 months

Salary:Annual salary starting from \$140,484

Required Documents:

Resume and Cover Letter

Job Description:

Initial Screening Date: January 29, 2024

A cover letter and resume are required.

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This position is categorically funded. Employment in this position is contingent upon funding from Basic Aid, state funding, and college redevelopment funds.

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist the Director of Facilities Planning by planning, developing and delivering facilities improvements as assigned, including programs, supporting documentation, budgets and schedules. Oversee outside construction managers. Assist in efforts for Division of State Architect plan approvals and project close-out. Provide technical direction to projects including prepare and administer contracts for project consultants and contractors from programming to close out; attend/facilitate project meetings; provide support to college building committees; coordinate project requirements and schedules; and provide project status reports including assistance by the project architects, consultants and contractors when appropriate. Provide website input.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support district wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision of assigned duties from the Director of Facilities Planning, and/or the Executive Director of Facilities Planning. Exercises functional and technical supervision over consultants and contractors as assigned.

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EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Serve as district administrator of facilities improvement projects; plan, coordinate and oversee the selection of architects and other consultants, development of plans and specifications for all assigned facilities improvements, including coordination with district, college and representatives of local, county, state and federal agencies.
- Prepare recommendations and justifications regarding facilities improvement budget requests and request authorization for expenditures according to district policies and applicable regulations; and ensure the timely and accurate preparation, review and administration of assigned facilities improvements.
- Provide on-going management of capital improvement projects; monitor document status for all assigned projects including for example submittals, requests for information, field clarifications, change orders, schedules, pay requests and as built documentation.
- Participate in district/college committees with regard to facilities, capital improvement, and maintenance coordination issues.
- Comply with competitive bidding requirements; obtain the highest quality products and services available at competitive pricing; coordinate advertising and bidding procedures; prequalification of building contractors, prepare bid documents; approve bid alternates and addenda; conduct pre-bid conference and facilitate requests for information; solicit and analyze bids; coordinate and review final construction contract documents and final plan changes prior to bidding.
- Assist in developing and administering project budgets, schedules, status reports and claims; create, process and monitor design and construction project purchase orders through close out; approve expenditures including change orders to ensure construction of new facilities in accordance to plans and specifications within the approved scope, budget and time frame. Prepare all project related agenda items for review by Director of Facilities Planning for recommendation of approval by Board of Trustees.
- Procure service, and recommend contracts, manage and coordinate information for construction inspectors, soils engineer, material testing lab, hazardous materials consultant and other technical services consultants; represent the District in the administration of contracts; work with architects, inspectors, consultants and contractors to complete projects; obtain reports including surveys and soils tests required by architects and engineers.
- Monitor and evaluate project design and construction operations and activities and take corrective actions as necessary; evaluate work products and results of supervised consultants and contractors; assess problem projects for recommendation to Director of Facilities Planning for surety involvement, monitor and notify in a timely fashion when necessary; log and track preliminary and stop notices for review during payment. Coordinate and administer warranty related issues and solutions.

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- Coordinate installation of project utility company services including electrical, gas, potable and recycled water; coordinate keying and implementation of telecommunication requirements and equipment; assist with procurement and installation of furniture; obtain local agency approvals including any necessary operating permits; assist with move-in of new facility.
- Administer closeout of projects including punch list, submittals, training of maintenance and operations personnel, filing of Notice of Completion, and Division of the State Architect close out; and approval of final payment and release of retention monies.
- Meet regularly with the Director and/or Executive Director of Facilities Planning and provide technical expertise information and assistance regarding assigned functions and district planning; assist in the formulation and development of policies, procedures and programs; support Director and/or Executive Director of Facilities Planning with interface of public agencies, such as , the Division of the State Architect and other city and county representatives, including the fire marshal, health department and environmental agencies as required.
- Communicate with other facilities planning and purchasing personnel, District and college personnel and others to coordinate program and activities.
- Enter data related to capital improvement projects into the computer using specified applications.
- Ensure that work related to facilities planning is performed in compliance with District policies as well as local, State and federal legal requirements; and review and certify the accuracy of data concerning assigned projects.
- Ensure the timely and accurate processing and maintenance of records, reports and files related to assigned facilities planning and construction projects, including drawing files of buildings, floor plans and campus site plans to maintain documentation of existing District and college facilities.
- Maintain current knowledge and information regarding new or revised building codes, public contracting laws, state agencies regulations, federal regulations, district policy, building and construction technologies, green technologies, energy standards, scheduling technologies, materials of construction, inspection requirements, material testing requirements and protocols, hazardous materials and remediation requirements, fair market pricing structures, labor compliance and other legal requirements.
- Respond to Union and contract compliance issues.
- Respond to public records act requests.

Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and

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abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in civil engineering, architecture or related field, and course work in public or business administration or related field; and

Experience:

At least five years of increasingly responsible professional construction management, architecture or engineering experience, involving the design and construction of public or commercial facilities, and at least three years of increasingly responsible experience in cost estimating and developing requisitions for the purchase of construction materials, including supervisory or lead responsibility and familiarity in administering and monitoring construction contracts that require contractors to work in compliance with complex legal requirements.

Licenses and other Certification:

Valid California driver's license

Knowledge of:

- Applicable District policies and local, California and federal laws, codes and regulations.
- Building and building systems design and construction including civil, structural, mechanical, plumbing, electrical, finishes and landscaping.
- Building codes including but not limited to the CBC and other related codes and laws.
- Computer systems and software applications related to area of assignment, including a working knowledge of software, i.e. Computer Aided Design (CAD) or Building Information Modeling (BIM) for preparation of architectural drawings.
- Contents of construction contracts. Contract administration.
- Design and construction processes required by local, State and federal codes, including Title 21 – Public Works and Title 24 – Building Code.
- Interpersonal skills including tact, patience and diplomacy.
- Methods, practices and procedures of governmental purchasing including contract and bid procedures. Modern office practices, procedures, methods, and equipment.
- Negotiating skills.
- Oral and written communication skills.
- Organizational and management practices as applied to analysis and evaluation of facilities planning. Principles and practices of planning and specification preparation.

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- Principles and practices of project budget preparation and management. Principles and practices of training and work direction.
- Principles of building design and construction practices. Principles of cost benefit analysis and cost accounting. Techniques and strategies of zero net energy.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Assist in forecasting current and future needs and costs affecting the District's facilities and furnishings. Collect, compile and analyze data.
- Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
- Communicate effectively with various on and off campus groups and agencies. Develop, prepare and administer project budgets.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work. Exercise initiative and work independently with minimum administrative direction.
- Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.
- Interpret, apply and explain applicable District policies and procedures and local, California and federal laws and regulations.
- Learn District and College organization, operations and objectives.
- Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment, including CAD.
- Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine. Plan and organize work.
- Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale. Plan, organize, coordinate, direct and control capital improvements project teams and outcomes.
- Plan, organize, coordinate, manage and expedite construction projects. Prepare oral and written reports and recommendations.
- Read, interpret, evaluate and interrelate technical drawings, plans and specifications.
- Recognize and correct ambiguities and mistakes in construction documents and other projects related documents.
- Relate effectively to people of varied academic, cultural and socio-economic background using

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tact, diplomacy and courtesy.

- Train and provide lead work direction to others as assigned.
- Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office/field setting. Certain duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also monitors and inspects facilities and construction sites and is subject to uneven circulation paths, contact with others, frequent interruptions, noise from construction activity, talking or office equipment and demanding legal issues and timelines. At least minimal environmental controls to assure health and comfort. Must use/wear safety equipment, such as hard hat, boots, construction vest and eye protection while visiting construction sites.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to inspect facilities, attends meetings and conducts work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, stoops, kneels or crouches to inspect construction sites; walks over uneven surfaces and through construction environments at various levels of completion; speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff,

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administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

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CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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