

Project Manager, Construction
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=264156>

Downloaded On: Oct. 21, 2025 1:59am

Posted Oct. 20, 2025, set to expire Feb. 16, 2026

Job Title Project Manager, Construction
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Oct. 20, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

Posting Details

Position Information

Position Title: Project Manager, Construction

Requisition Number: SCA00866

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General Description

Reporting to the Director, Construction Management, the Project Manager is responsible for the management of multiple construction projects throughout the College from program development through construction and occupancy. Primary responsibilities include designs and studies for facilities upgrades and construction projects while actively communicating and collaborating with multiple internal and external stakeholders.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Provide leadership in the areas of construction, engineering, and facilities project management.
- Manage the execution of architect / engineer and construction contracts including scope development, negotiation, administration, constructability review, acceptance, advertising, and contract award.
- Assist the Director, Construction Management in the development of cost estimates, sketches, drawings, and specifications sufficient to provide direction to either contract workforces or in

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house workforces for the execution of various facility projects throughout the College.

- Maintain project documentation in Procore.
- Review work drawings and specifications for code compliance with project criteria.
- Assist with the management of the department's technical library and drawing files.
- Consult with other departments and internal constituents of the College concerning facilities projects, timelines and implementation.
- Provide direct project management for priority construction projects and facility modifications and/or assigned projects.
- Develop cost estimates and cost alternatives for proposed facility modifications.
- Assist the Director, Construction Management and the Associate Vice President in the administration of major contracts for the renovation and expansion of college facilities.
- Inspect construction projects and conduct contract close-outs, ensuring code-compliant standards are met for occupancy.
- Maintain project schedules, budget development, budget control, minority participation reporting and comprehensive financial reporting for all construction/facility renewal projects.
- Serve as liaison with federal, state, and local authorities concerning construction modification and repair of facilities.
- Collaborate with CCP Space Planner/Interior Designer to plan and design space.
- Ensure College compliance with existing building codes, local zoning and other regulations governing the College's facility design and operation.
- Support procurement efforts to maximize minority opportunities in contract services and products.
- Deliver quality customer services to both internal and external constituents in a professional helpful and courteous manner.
- Provide interim support by performing the duties of the Director, Construction Management during vacations, sick time or scheduled PTO.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree required; preferably in Engineering, Facilities Management, Construction Management, Architecture or other related field. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- A minimum of five (5) years of project management experience within facilities operations and construction management required.
- Previous project management experience, including oversight of external architect, engineering and construction teams is required.
- Strong organizational management and scheduling skills are required in dealing with multiple

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projects in meeting time-sensitive deadlines.

- Strong project management skills as demonstrated through experience in managing facilities and construction projects from planning stages through occupancy are required.
- Previous experience and expertise with design-bid-build procurement strategies is required.
- Previous experience in the coordination of efforts with state and local authorities for code and construction approvals required.
- Demonstrated experience in successfully completing complex construction projects in a project manager role required.
- Previous experience using CAD, CAFM, Project and MS software required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required

Preferred Qualifications

- Experience with ProCore Database or similar construction management software preferred.
- Experience managing the operations of multiple buildings/campus facilities and construction projects preferred.
- LEED AP, Facilities Manager and/or Project Manager credentials are preferred.
- Work experience in education setting preferred.

Work Location: Main Campus, NERC, CATC, NWRC

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

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- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 4

Min Salary/Hourly Rate: \$62,672

Max Salary/Hourly Rate: \$103,410

Job Posting Open Date: 10/17/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

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Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Is your degree in Engineering, Facilities Management, Architecture, Construction Management, or related field?
 - Yes
 - No
5. * Do you have a minimum of five (5) years of project management experience within facilities operations and construction management?
 - Yes
 - No
6. * Do you have experience with ProCore Database or similar construction management software?
 - Yes

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- No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

Image not found or type unknown



PI278957857

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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