

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Construction Manager

Unit: Management

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Job Code: C3220
Original Date: 11/2002
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Exempt
Salary Range: 16

DEFINITION

Under general direction from the Vice Chancellor, Facilities Management, and in coordination with the District Architect and the Property Agent, provide management, direction, planning, development, and supervision over construction projects, including architects, engineers, consultants, vendors, and contractors employed by the District for construction projects. Coordinate with campus and district administrators in the development of overall implementation of plans, budget, and fiscal control for assigned campus construction projects; manage the implementation of these plans and provide technical direction to the project, including the administration of all contracts in relation to the construction issues.

DISTINGUISHING CHARACTERISTICS

A Construction Manager manages and provides leadership in the administration of construction projects for assigned campus building construction and remodeling projects; develops project budgets and fiscal controls; approves expenditures and jurisdictions; and maintains liaison with campus and district administration throughout project development and construction.

EXAMPLE OF DUTIES

1. Provide ongoing management of construction projects, including pre-construction meetings; provide oversight to contractors and consultant project managers; oversee implementation of budget controls, project bid coordination, and other construction management requirements during the preliminary planning, documentation bidding, and construction phases of various projects. Coordinate construction inspection, project closeout, and move-in activities.
2. Review and evaluate progress of construction projects and approve requests for payment. Review and approve contractor's proposed construction schedules. Coordinate requests for clarification and interpret construction documents.
3. Oversee construction projects in coordination with the District Architect, Property Manager, and Contract Specialist with ongoing or proposed major maintenance programs, equipment needs, land acquisition, project design, contract solicitation, project inspection, environmental review, and the Division of the State Architect Office.
4. Maintain liaison with campus administration throughout planning and construction phases to provide information on project operations and progress and to receive input on plans, schedules, interests, and concerns of the college regarding the project. Confer with campus maintenance and operations personnel on matters that may impact their ability to effectively maintain and operate the facility under construction. Advise architects, engineers, consultants, and contractors about district design and construction policies requirements and standards.
5. Monitor the entry of data related to construction projects and facilities inventory into the District's computerized reporting system. Monitor construction document status, submittals, and as-built drawing preparation.
6. Gather data, develop project budgets, and implement appropriate budgetary control procedures for all phases, including design, construction, and FFE and information technology equipment. Prepare applications for projects and submit project information for review or approval to the Board of Trustees. Prepare Board agenda items for award, change orders, and final acceptance of construction projects.

7. Manage and oversee the fiscal services in reconciliation of the Capital Outlay Fund to the general ledger and the filing of claims for reimbursement.
8. Manage the coordination of construction planning events with Purchasing and Contracts for scheduling and acquisition of equipment.
9. Call meetings of and present projects to the Citizens Oversight Committee. Hold construction meetings and attend job site meetings. Meet with campus representatives and architect to plan/design project.
10. Coordinate change order requests. Oversee processing and negotiating cost and schedule impact of change orders and disputes.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable building codes/regulations and review procedures and environmental law and review procedures.
- Characteristics and use of various methods of graphic presentation and construction documentation cartography.
- Computer applications, systems, and hardware used in facilities planning and development.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General characteristics and relative costs of various methods of construction, architectural features, and building and room design for all types of higher education uses.
- Geographic area of the District and general population and enrollment characteristics of the District.
- Oral and written communication skills.
- Principles of architectural and engineering design, project management, and environmental reporting.
- Principles of architecture, construction, and facilities planning as related to methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instructional and service provision of temporary facilities and adaptability to multi-functional usage.
- Principles of budgetary planning and management.
- Principles of construction scheduling, construction technology, and construction management.
- Record keeping techniques.
- Requirements of Division of State Architects.
- Technical aspects of field of specialty.

Skills and Abilities:

- Act independently and promptly to situations and events.
- Analyze and interpret complex information.
- Anticipate conditions, plan ahead, establish priorities, and meet schedules.
- Communicate effectively with architects, consultants, contractors, and district administrators.
- Establish and maintain effective working relationships with others.
- Interpret technical materials, such as building and attendance codes, standards, and regulations.
- Maintain accurate and complete records.
- Make clear, concise, and effective oral and written communications, reports, and presentations.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, and control projects throughout all stages of project progress.
- Provide work direction to others.
- Read and interpret architectural and engineering plans and specifications.
- Work independently with minimal supervision.

Training and Experience:

Any combination of training and experience equivalent to: Graduation from a recognized four-year college or university with a degree in architecture, construction management, engineering, or related field and three years of full-time paid professional experience in planning facilities or managing the construction of educational, governmental, or commercial building projects. Experience with the planning and construction of educational facilities is highly desirable.

License:

A valid Class "C" California driver's license must be obtained within 60 days of appointment. Access to personal transportation motor vehicle.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimal.

Environment:

Travel from site to site. May be exposed to hazards on construction sites.