

Job Description

Position Title: Facilities Assistant Project Manager

Job Family: Facilities

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 06

Position Summary:

The Facilities Assistant Project Manager is responsible for directing, organizing and coordinating a wide variety of construction/Capital projects, such as; new construction, renovations, retrofits and repairs. The Facilities Assistant Project Manager responsibilities include the planning/development, implementation and supervision of the construction of new buildings/campuses. The Facilities Assistant Project Manager of this position is responsible for the management of the project budget for ensuring the funds are spent appropriately. The Facilities Project Manager will skillfully manage a wide variety of construction using various project delivery methods, such as; Design-Bid- Build, Job Order Contracting (JOC) and Construction Manager at Risk (CMAR).

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages capital construction and remodeling projects. Ensures projects are within budget and on time. Proposes long-term facility value for review, administers contracts and observes work.
2. Assists development of college regulations and procedures for capital activities, implements, and manages information systems.
3. Develops project scope, budget, and schedule for review. Applies district standards and applicable local and federal laws, codes, and regulations.
4. Assists selection, observes negotiation, and evaluation, of contracts with architects, engineers, and consultants.
5. Develops and implements estimate and budget for review. Works with Facilities Planning team to develop estimate and budget procedures.
6. Remains current with construction processes, materials, and associated cost.
7. Writes administrative reports and records all documentation related to assigned projects. Meets with various groups, committees, and stakeholders. Observes and participates in regulatory agencies interactions.
8. Participates in the development of detailed solutions for engineering and architectural issues including space planning, furnishings, and equipment. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

9. Knowledge of regulatory compliance principles and practices
10. Skill in budget/resource management
11. Skill in coordinating and monitoring the work of others
12. Skill in effective communication (both written and oral)
13. Skill in independent decision making
14. Skill in organization, coordination, and management
15. Skill in performing a variety of duties, often changing from one task to another of a different nature
16. Skill in problem solving
17. Skill in program development and process improvement
18. Ability to adapt and maintain professional composure in emergent and crisis situations
19. Ability to develop and maintain effective and positive working relationships
20. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in construction technology, engineering, architecture or a related field of study required.
 - Masters' degree in a related field of study preferred
 - Three (3) to five (5) years of professional level project management experience.
 - Five plus (5+) years of related experience preferred.
 - Up to One (1) year of related in facilities with supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours