

Job Description

Position Title: Project Manager, Facilities

Job Group: Facilities

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Project Manager, Facilities organizes, coordinates, and directs a wide variety of capital construction projects. Supervises new construction, remodel, retrofit, repairs, equipment installation, special systems, and all related improvements to the College district and leases. Oversees budget, establishes guidelines and protocols, and recommends practices for use of district facilities and operations.

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. Assesses long-term facility value, approves and administers contracts, and observes and inspects work.
2. Assists development of college regulations and procedures for capital activities, implements, and manages information systems.
3. Develops project scope, budget, and schedule. Applies district standards and applicable local and federal laws, codes, and regulations.
4. Assists selection, negotiation, and evaluation, of contracts with architects, engineers, and consultants.
5. Develops and implements estimate and budget procedures. Remains current with construction processes, materials, and associated cost.
6. Provides analysis of real estate and determines the costs and benefits of potential acquisitions.
7. Writes administrative reports and records all documentation related to district projects. Meets with various groups, committees, stakeholders, and regulatory agencies.
8. Provides detailed solutions for engineering and architectural issues including space planning, furnishings, and equipment.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Knowledge of project management principles
4. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position

5. Skill in analyzing data and drawing conclusions
6. Skill in budget/resource management
7. Skill in effective communication (both written and oral)
8. Skill in organization, coordination and management
9. Skill in performing a variety of duties, often changing from one task to another of a different nature
10. Skill in project management principles, processes, and techniques
11. Skill in construction projects
12. Ability to develop and maintain effective and positive working relationships
13. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

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.

Minimum Qualifications:

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

- Bachelor's degree in Construction Management or a closely related field of study required.
- Masters' degree in Construction Management or a closely related field of study preferred.
- Three (3) to five (5) years of related experience in construction.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- General Contractor License

- 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 stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate (up to 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 verbally 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