



Position Title:	Facilities Project Manager		
Reports To:	Director, Facilities Design & Construction		
Department:	Facilities Management	Job Code:	0272-00E
Prepared By/Date:	Curtis Reynolds/8-17-2009	Job Group:	PEC
Approved By/Date:	Curtis Reynolds/8-17-2009	Salary Grade:	16
Revised:	Jennifer C. Brito/11-24-2010	FLSA Status:	Exempt

Summary:

The Manager works closely with the appropriate campus representatives in the planning, development and completion of College construction projects at various locations. This includes the analysis of user requests and the development of ED specs.

Essential Duties and Responsibilities:

- Designs, constructs, renovates and remodels College buildings, site and utilities systems and ancillary plant
- Serves as liaison between the College and professional architects/ engineers and construction management firms in reviewing plans prepared by consultants, and overseeing and managing projects
- Responsible for budget management and record keeping; personnel management; contract management; project schedule and meeting all applicable codes, inspections and legal requirements in the construction of educational facilities
- Serves on College committees
- Assists with the selection process for architectural/engineering and construction management services
- Monitors expenditures of the capital budget for each project, and reviews and authorizes payment of invoices, develops contract documentation, attends pre-bid and pre-construction meetings
- Prepares status reports with initial estimates, directs and evaluates the performance of staff and contractors through periodic inspections and directs daily supervision
- Ensures completion of projects, from first request through close out, in accordance with established standards, schedules and budget parameters
- Conducts performance evaluations of contractors and consultants
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of end-to-end project management and preparation of change orders and modification of drawings
- Knowledge of control and phasing of construction activities to avoid impact on College classroom activities
- Knowledge of review of schedule of values and payment approval
- Knowledge of participation of inspections
- Knowledge of the use of punch lists and final records retention methods
- Knowledge of technical application of Florida Administrative Code and/or Department of Education Office of Educational Facilities regulations and guidelines
- Knowledge, including but not limited to: initial design and renovation design of higher education administrative and instructional facilities in the South Florida area
- Knowledge of spreadsheets and scheduling programs
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility.
- Strong written and verbal skills, and the ability to work and communicate effectively in a high

volume

- Supervisory skills and be able to direct and secure the cooperation of the staff and construction crews
- Excellent organizational and communication skills (both verbal and written).
- Ability to effectively present information to groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Engineering, Building Construction, Business Administration, Architecture or related field and seven (7) years of experience in a large industrial, commercial or educational complex
- In-country travel is required.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name