



**Position Title:** Part-Time Facilities Project Manager

**Job Code:** 8143-00E

**Reports To:** Director, Facilities Design & Construction

**Grade:** HF

**FLSA:** Exempt

**Job Description:**

The Part-Time Facilities Project 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.

**Duties & 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
- 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

**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:**

- Bachelor's degree in Engineering, Building Construction, Business Administration, Architecture or related field and three (3) years of experience in a large industrial, commercial or educational complex
- Experienced in end-to-end project management and preparation of change orders and modification of drawings
- Experienced in control and phasing of construction activities to avoid impact on College classroom activities
- Experienced in review of schedule of values and payment approval
- Experienced in participation of inspections
- Experienced in the use of punch lists and final records retention methods
- Experience in technical application of Florida Administrative Code and/or Department of Education Office of Educational Facilities regulations and guidelines

- Applicable experience, including but not limited to: initial design and renovation design of higher education administrative and instructional facilities in the South Florida area
- Strong written and verbal skills, and the ability to work and communicate effectively in a high volume
- Must demonstrate supervisory skills and be able to direct and secure the cooperation of the staff and construction crews
- In-county travel is required
- Must have knowledge of spreadsheets and scheduling programs
- Must be familiar with various construction delivery methods, i.e. construction management at risk, term, unit pricing, hard bid, etc.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name