

FACILITY PROJECT MANAGER

Job Title:	Facility Project Manager
Initial:	October 23, 2019
Revised:	
Work Year:	Full Year
Office:	Operations
Department:	Facilities
Reports To:	Chief Operations Officer
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 3

Related Organization Chart



POSITION SUMMARY: The Facility Project Manager plans, directs, and oversees all aspects of the capital construction program to ensure the delivery of quality projects within approved budgets. Supervises the coordination and execution of Mill Levy Override projects, to include coordination with site leaders, district staff, and external vendors. The Facility Project Manager is responsible for meeting scope, quality, budgets, schedules and communication objectives.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

Primary Responsibilities

- Ensures execution of capital projects and MLO projects, to include the supervision of all construction processes and serving as primary liaison with owner’s representative.
- Exercises proactive management of scope quality, schedule and budget issues. Develops alternatives to resolve project budget shortfalls. Monitors project control activities including construction schedule, project costs, construction document interpretations, project submittals, and shop drawings.
- Ensures that technological, mechanical/technical specifications, and code requirements are documented and up to date at all times. Reviews and interprets district educational specifications.
- Reviews projects’ scopes, budgets, schedules, and projected outcomes prepared by project management firms. Reviews plans, specifications, and other contract documents to ensure compliance with the district’s educational and technical specifications.
- Participates in planning meetings with design professionals, district stakeholders, community representatives and governing agencies.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Assists in the identification of capital project needs. Coordinates and collaborates with long range planning and design teams associated with construction of new schools, additions to existing facilities, and remodeling of existing facilities.
 - Coordinates check-out and operations of new equipment and systems; attends building systems start-up and maintenance training; receives as-built documents and Certificate of Occupancy; issues Letter of Acceptance; establishes and enforces warranty procedures and contacts; advertises and approves contractor final payment; and directs warranty period activities. Oversees contract close-out activities.
 - Performs regular site inspections and serves as a quality assurance evaluator to ensure appropriate construction standards; completes projects in accordance with applicable building codes, regulations, guidelines, etc.
 - Participates in the selection of architects, general contractors, sub-contractors, and other vendors as appropriate.
 - Prepares and provides presentations and reports to and with the chief officers, the senior leadership team, the facilities management department, and the Board of Education as required.
 - Arranges and coordinates construction observation and materials testing with independent testing agencies.
 - Assists in the development of Request for Proposals (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) as a technical expert.
 - Assists in the planning, coordinating, and packaging of goods and services to maximize volume pricing whenever possible.
 - Assists the district with the development of sustainability goals, objectives and initiatives. Maintains familiarity of ADA, LEED and USGBC standards.
 - Assists with project environmental conditions, such as hazardous materials, asbestos, lead, storm water, dust, noise, and erosion control.
 - Represents the district at preliminary and final inspections and re-inspections with architects, consultants and contractors.
 - Conducts pre-construction conferences and participates in weekly construction project meetings with architects and contractors, as needed.
 - Coordinates construction activities and schedules work as needed, with affected departments/sites. Reviews the construction sequencing schedules to coincide with educational activities.
 - Coordinates the move out and relocating of school occupants and resources.
 - Coordinates owner furnished equipment installations with district staff and contractors' construction activities; including but not limited to IT and AV equipment.
 - Coordinates the resolution of warranty issues and initiates the required 11-month and 22-month inspection with architects, consultants and contractors.
 - Manages multiple projects simultaneously, as assigned.
 - Monitors the performance of architects, consultants, general contractors, subcontractors and suppliers and evaluates at the conclusion of the project.
 - Oversees and maintains up-to-date facilities blueprints, electronic files, drawings, photographs and manuals.
 - Visits job sites and ensures compliance with the standards.
 - Performs other associated duties as assigned.

Supporting Responsibilities

- Supports key district planning efforts related to facilities and construction including planning for growth; coordinating communication with City Planning Department and County Planning Department; and participating in the project design process.
- Supports management and administration of construction contracts to include review and approval of contractor and consultant payment applications, change orders and requests for substitution, adherence to

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background checks, etc. Supports compliance with district contracting policies and procedures for all assigned projects as well as enforcement of contractual provisions.

- Supports and establishes procedures, techniques, and reports for monitoring budget cost controls.
- Supports development of project scope, determination of appropriate method for accomplishment, and preparation of project request packages for approval.
- Supports the establishment of cost estimating relationships with contracted consultants, historical costs, estimating manuals, and contractor bids and proposals.
- Supports collaboration with city planners, developers and design firms regarding school planning issues.
- Supports the updating of education specifications and master planning specifications.
- Supports representation of the district at local councils, commissions, planning committees and boards.
- Supports collaboration with the capital construction team consisting of long range planning, owners representative, general contractors and purchasing.
- Supports the coordination of architect, engineer, construction and other consultants in coordination with project management firms.
- Supports coordinated review of project designs and specifications and resolution of stakeholder and professional staff differing viewpoints.
- Supports development, implementation and operation of the district's school planning systems and GIS databases used for planning purposes. Provides data to support the strategic mission of the district.
- Supports and supervises assigned staff as needed in accordance with district policies and acceptable laws. Responsibilities include planning, assigning and directing work, addressing complaints received and resolving problems; training employees; appraising performance; and assisting with hiring and disciplining.
- Supports district committees and working groups including but not limited to any district long-range planning committee, bond or MLO oversight committees, Emergency Response Team, boundary change committees and educational specification committees.
- Supports coordination with the city works department, risk assessment and school sites to analyze traffic patterns around schools as needed. Supports safety and security planning as needed.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- Responsible for developing, administering, monitoring and coordinating the assigned department budget.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree required, preferably in construction management, engineering, or architecture; or equivalent experience in facilities management and/or construction management.

Experience:

- Ten years of experience in facilities management, building automation and/or construction management.
- Five years of experience with design, planning, and management of school construction projects.
- Experience with commercial construction and project management to include reading blueprints and field experience.
- Experience working in a public sector entity experience preferred.

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Knowledge Skills & Abilities:

- Excellent interpersonal and relational skills, and ability to work in a team setting.
- Excellent oral and written communication.
- Working knowledge of Regional/State/City/County entities and codes including building departments and department of regulatory affairs.
- Knowledge of building maintenance, materials, hardware and equipment.
- Demonstrated strong project management skills.
- Knowledge of and experience with CAD/CADD and general office equipment.
- English language skills required.
- Critical thinking and problem solving skills
- Ability to read and understand construction drawings and specifications
- Ability to communicate effectively with various stakeholders
- Ability to perform responsibilities without the necessity of close supervision
- Ability to manage multiple priorities and tasks with frequent interruptions
- Advanced skill and operating knowledge of personal computers and spreadsheet, database and word processing applications.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. However, at times the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.