



Capital Projects Manager

BASIC FUNCTION

Under the direction of the Vice President of Administrative Services or designee, plan coordinates, and monitors assigned District bond-funded construction, modernization, renovation, and capital improvement programs as well as other District funded building projects; serves as District liaison with off campus sites, staff, contractors, architects, engineers, inspectors, and public agencies; oversees project implementation through schedule, budget, inspection, and close-out monitoring; participates in assessing facility renovation and repair needs; ensures compliance with applicable laws, codes, regulations, and agency requirements related to community college facility construction; and resolves project-related issues to support timely and successful completion of assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

The Capital Projects Manager is responsible for coordinating and monitoring assigned District construction, modernization, renovation, and capital improvement projects, with a primary focus on bond-funded work. The position requires specialized knowledge of community college construction practices, project coordination, contract documents, building codes, public works requirements, construction schedules, budgets, inspections, and related compliance requirements.

This classification is distinguished from maintenance and operations classifications in that the Capitol Projects Manager is primarily responsible for coordinating assigned construction, modernization, renovation, and capital improvement projects rather than managing routine maintenance, custodial, grounds, or daily facilities operations. The Capital Projects Manager is assigned specific bond projects and is responsible for day-to-day project coordination and execution.

- Participates in developing master plans for Board-approved new construction, modernization, or deferred maintenance projects; evaluates requests for facility improvements and makes recommendations to the Vice President of Administrative Services or designee; **E**
- Monitors and tracks bond project budgets; provides regular budget status reports to the Vice President of Administrative Services; recommends cost-saving measures and alerts management to potential budget overruns; **E**

- Facilitates pre-construction meetings; coordinates with consultants to implement phasing plans, work restrictions, and construction schedules; **E**
- Monitors and updates project timelines and costs; reviews and evaluates change orders, and resolves project issues; **E**
- Identifies health and safety hazards associated with construction activities and implements action plans to ensure proper safety protocols are followed to mitigate risks; **E**
- Oversees implementation of assigned bond-funded construction projects from initiation through close-out to ensure conformance with approved scope, schedule, budget, and quality standards; **E**
- Conducts regular site visits to assigned projects; documents site conditions and construction progress; and coordinates with inspectors, contractors, and consultants to resolve field issues; **E**
- Maintains project files and documentation including contracts, change orders, permits, inspection records, correspondence, and close-out documents; **E**
- Coordinates regulatory approvals for assigned projects; liaises with regulatory agencies, including the Division of the State Architect, Office of Public School Construction, California Community College Chancellor's Office, or State Allocation Board; prepares and submits necessary documents for project approval; **E**
- Prepares and presents regular project status updates regarding schedule, budget, quality, and risk issues on assigned projects; **E**
- Prepares a variety of technical and administrative reports related to construction activities and projects; **E**
- Composes correspondence to staff, consultants, contractors, community groups, and other District constituents as needed; **E**
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Principles and practices of construction project management, including project planning, budgeting, scheduling, cost control, risk management, and constructability review for multi-project portfolios in a community college public agency environment;
- Principles and practices of building design and construction, including structural, architectural, mechanical, and site development concepts, construction means and methods, cost estimating, and value engineering;
- Federal, state, and local laws, codes, and regulations related to public school construction, including the California Building Code, California Public Contract Code, California Education Code, and related safety and environmental regulations;
- Requirements and procedures of the Division of the State Architect (DSA), Office of Public School Construction (OPSC), State Allocation Board (SAB), California Community College Chancellor's Office, and other agencies involved in school construction approvals and funding;

- Contract administration principles and practices, including professional services agreements, construction contracts, bidding, and procurement processes, and change order management;
- Basic principles and methods of supervision, work direction, and team leadership;
- Computerized construction management tools, scheduling and project control software, document management systems, and standard office applications;
- Safe working practices and procedures related to construction sites and office environments.

Skills and Abilities To:

- Plan, organize, and manage assigned construction, modernization, and capital improvement projects from inception through close-out, meeting established scope, schedule, budget, and quality objectives;
- Analyze complex project issues, technical data, and competing priorities; identify options; and recommend effective, practical solutions within the scope of District policies and applicable laws;
- Interpret, apply, and explain applicable codes, regulations, contracts, and District policies related to school construction and public works;
- Monitor and evaluate contractor and consultant performance for compliance with contract requirements, project documents, schedules, and quality standards; initiate or recommend corrective actions as needed;
- Coordinate project activities with school administrators, District departments, consultants, contractors, and regulatory agencies to minimize disruption to instructional programs and operations;
- Prepare, maintain, and organize project records, schedules, logs, and documentation to support audits, claims resolution, and regulatory close-out;
- Exercise sound independent judgment and maintain professionalism while working under pressure, managing multiple deadlines, and responding to changing priorities;
- Provide work direction, technical guidance, and evaluation input for assigned staff and consultant teams, as directed;
- Communicate effectively, both orally and in writing, with technical and non-technical audiences;
- Prepare clear and accurate reports and presentations;
- Establish and maintain cooperative and effective working relationships with those encountered in the course of work.

Education and Experience:

EDUCATION: Graduation from a recognized college or university, with a bachelor's degree in planning, Engineering (Mechanical, Civil, or Structural), Construction Management, Architecture, or a closely related field. Or ten (10) years of experience managing multi-million-dollar construction projects experience from start to finish.

EXPERIENCE: At least five (5) years of progressively responsible experience managing multi-million-dollar public school (K-14) or public works construction projects, including direct responsibility for project planning, design coordination, budgeting, scheduling,

contract administration, and construction phase oversight. Experience working with the California Division of the State Architect (DSA), Office of Public-School Construction (OPSC), and state public school construction programs is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

A valid, class C, California Driver License, and a good driving record is required and must be maintained during employment.

WORKING CONDITIONS

Work Environment:

Employees in this classification work both inside and outside, in an office environment, with frequent interruptions, with changing priorities and deadlines, may be required to drive an automobile to conduct work, and may be exposed to construction site and environmental hazards including noise and dust.

Physical Demands:

Must stand, walk and sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Emotional Effort:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.