

Cuyahoga Community College Job Description

Job Title: Project Manager, Capital & Construction
Department: Facilities Development
Reports To: Director, Construction, Planning & Design
FLSA Status: Exempt
Employee Class: 03 - Professional
Position Class: P6350
Grade: 12
Bargaining Status: Non bargaining
Date: June, 2017

SUMMARY

Assists the Director in the development and implementation of College-wide capital and construction projects and initiatives including oversight and coordination of project stakeholder management, planning, budgeting, and communication. Consults and partners with internal colleagues and department leaders to implement projects within the department.

ESSENTIAL FUNCTIONS

- Manages the development of several concurrent construction, engineering and/or design-based project charters, scope, budgets, other components, and documents, as appropriate
- Assists with the establishment and management of project budgets
- Ensures that all projects have a charter and business case, a project work-plan, a communications plan, and proper financial controls
- Schedules and coordinates meetings with construction contractors and consulting firms
- Assist with obtaining quotes and writing Requests for Proposals for design and construction related services
- Manages external vendors and contractors to ensure compliance with contract terms, conditions and product or service performance
- Assists with insurance claims, safety programs, pay apps, analyzing invoices, and project paperwork
- Assists with the preparation and distribution of monthly and quarterly paperwork
- Drafts and prepares College-wide communications with internal communication team
- Ensures that all projects stay on task and within budget, that projects follow accepted capital and construction methodologies, and that project objectives are met
- Regularly communicates project status in a clear and concise manner to leadership
- Observes the Contractor's work to confirm compliance with environmental, health and safety laws, regulations, policies and procedures
- Attends conferences and training as required to maintain proficiency
- Performs other duties as assigned

REQUIRED QUALIFICATIONS

EDUCATION AND EXPERIENCE/TRAINING

- Bachelor's degree in a related field
 - Significant related experience may substitute for education
- Minimum of ten years of demonstrated experience managing design projects and renovation and new construction projects
- Demonstrated experience planning, assigning, scheduling, and confirming the quality of the work of others
- Demonstrated experience forecasting, planning, maintaining and monitoring a business area's budget
- Demonstrated experience effectively making decisions that have major implications on the management and operations within a department
- Demonstrated effectiveness in a role requiring dynamic and abstract problem solving methods in adaptive situations

KNOWLEDGE, SKILLS and ABILITIES

- Possess working knowledge of capital and construction best practices concepts, practices and procedures with the ability to use in varied situations as it pertains to the departmental focus
- Possess familiarity with State of Ohio OFCC policies
- Possess strong organizational and time-management skills
- Possess excellent written, verbal and interpersonal communication skills
- Possess excellent proofreading and editing skills
- Ability to foster a team environment and work collaboratively
- Ability to research and analyze issues and develop solutions
- Ability to manage multiple projects simultaneously in a deadline-driven environment
- Ability to work accurately with great attention to detail
- Possess excellent customer service skills and proven ability to develop and sustain productive customer relationships
- Ability to effectively complete work assignments independently
- Demonstrated advanced project management skills
- Demonstrated intermediate proficiency with Microsoft Outlook, Word and Excel
- Ability to collaborate, negotiate and resolve conflicts on major projects
- Ability to develop and maintain relationships with key contacts to enhance work flow and quality
- Possess sensitivity to appropriately respond to the needs of a diverse population

COMPETENCIES

CRITICAL COMPETENCIES

- Communication
- Time Utilization
- Quality of Work

VERY IMPORTANT COMPETENCIES

- Service Focus
- Collaboration

IMPORTANT COMPETENCIES

- Adaptability
- Continuous Improvement

PHYSICAL DEMANDS/WORKING CONDITIONS

(The 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.)

- The work is performed in a normal, professional office environment;
- The work area is adequately lighted, heated and ventilated;
- Typically, the employee may sit comfortably to perform the duties of the job and will perform repetitive motions with hands/fingers using a computer mouse and keyboard to type. However, there may be some walking; standing; bending; carrying of light items such as papers, files, pamphlets, books, etc.;
- Work is partially performed in an outdoor environment where employees may not be protected from weather conditions;
- Work is partially performed in an environment with sufficient noise that may cause an employee to shout in order to be heard above the noise level;
- Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite

EQUAL OPPORTUNITY STATEMENT

Cuyahoga Community College is committed to attaining excellence through the recruitment and retention of a qualified and diverse workforce. Cuyahoga Community College is an equal employment/educational opportunity institution.