



Classification Description

Job Title: Facilities Project Manager I

Pay Grade: 116

Job Code: 4236

FLSA Status: Exempt

Job Purpose

The Facilities Project Manager I is a professional position, responsible for the oversight of all College-wide small to medium-sized facility projects that include renovation/remodel and repair. Position works along with the Director of Construction Management to insure all SREF policies and procedures are implemented.

General Responsibilities

Essential Functions

Simultaneously manages multiple small to medium-sized projects.

Manages facility condition assessment efforts, and defines projects based on assessments.

Defines project scope, collects project requirements, and reviews client's expectations.

Drives operational excellence by developing and updating project plans, schedules and resource documentation.

Identifies resources needed and assigns individual responsibilities.

Grows partnerships by collaborating with architects, engineers and contractors/vendors on drawing reviews.

Conducts and participates in scheduled conference calls; creating and maintaining meeting minutes and project updates.

Manages day-to-day operational aspects of a project, constantly monitoring and reporting progress to stakeholders.

Coordinates and manages change order requests to achieve project goals/milestones.

Develops and coordinates key and lock management program.

Develops and coordinates College signage project management.

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Develops and coordinates carpet and paint refresh program management.

Increases accuracy by reviewing deliverables prepared by architects and engineers before passing them on to the end user for their review.

Refines processes by preparing quality assurance procedures and engagement reviews.

Ensures project documents are complete, current, and stored properly.

Assists with project management software upgrades, as needed.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education or technical school.

Five (5) years progressively responsible experience in facilities operations, planning, construction or maintenance. Appropriate combination of education and experience may be substituted.

Working knowledge of HVAC, electrical, plumbing, and building systems; trade practices, energy management system, TES systems and preventative maintenance is a plus.

Demonstrated facilities operation and personnel management skills.

Ability to travel independently within the College's service district.

Thorough knowledge of safety practices, precautions and hazards associated with building and grounds maintenance and repair.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

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Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

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Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: February 14, 2024.