

FLORIDA STATE COLLEGE AT JACKSONVILLE

JOB DESCRIPTION, 2022

FACILITIES CONSTRUCTION PROJECT MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 20 - P

JOB FAMILY: FACILITIES & CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Facilities Construction Project Manager is responsible for managing multiple aspects of the planning, design, budget, renovation, and installation processes for the Facilities Management & Construction Department. The Manager reports to and assists the Director of Facilities Planning and Design with long-range project planning, and represents the Florida State College at Jacksonville interacting with a variety of constituents including executive administration, local municipalities, faculty, staff, students, and other members of the campus/center community.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads and manages campus/center renovation & remodeling projects from inception to occupancy, including development of project scope, budget, schedule, and obtaining necessary approvals.

Collaborates with Purchasing Department on RFP development and contractor selection.

Selects and arranges expert consultation services specific to project needs, such as architects, engineers, surveyors, or designers.

Serves as point of contact and communicates project status and issues impacting project delivery with internal and external stakeholders, such as committees, external consultants, and/or contractors.

Ensures proper close-out of all projects, including, state reporting, final punch list and close-out documents.

Oversees and manages performance of contract work of architects, engineers, contractors, and other external service providers.

Reviews service proposals contracts, and negotiates pricing.

Coordinates and/or obtains approvals of design documents, cost estimates, job approvals, change orders, and invoices.

Ensures adherence to Florida Building Code, State Requirements for Educational Facilities (SREF), college policies, procedures, safety guidelines, constructions safety procedures.

Assists with capital planning by identifying project needs and deficiencies, estimating project needs, and classifying and prioritizing major projects.

Perform related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

An Associate degree plus plus five (5) years of related experience. Excellent communication skills, verbal and written. Proficient with Microsoft office applications. Excellent organizational skills. Must have a valid driver's license.

PREFERRED QUALIFICATIONS

A Bachelor's degree in Architecture, Engineering, Construction Management, or related field plus five (5) years of related experience. A professional license as General Contractor or Building Inspector.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of engineering, construction, and code ordinances.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of written materials that range from interoffice memoranda to construction reports. Requires the ability to speak with voice control and confidence. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of rational systems, synthesis functions, conceptual thinking, and influence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain conclusions, and to follow oral and written instructions. Must communicate professionally, efficiently and effectively using Engineering, financial terminology.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide. Requires the ability to interpret graphs and calculate decimals and percentages; to utilize high school algebra, trigonometry, geometry; and to utilize college algebra, trigonometry and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information. Requires excellent levels of form and spatial aptitude.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in utilizing modern office support equipment and drafting and drawing equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people in giving and receiving instructions. Must be able to communicate professionally with a broad array of individuals in varying professions. Must be adaptable to performing under stress when confronted with emergency situation or tight deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require exposure to extreme heat/cold or extreme weather conditions, to strong odors and/or smoke, to strong and/or toxic chemicals and to dust or pollen.

Effective: 8/10/22