

Facilities Project Manager Roles and Responsibilities

The proposed Facilities Project Manager primarily oversees the smaller, in-house projects including deferred and scheduled maintenance and miscellaneous construction projects not requiring a larger construction management firm such as Gafcon, saving the overhead fees of a larger contracted services.

Duties will include but not limited to:

- Coordinate with senior leaders and facility directors on Space renovations and re-configurations
- Provide Management of small construction projects, which may include pre-construction meetings, coordination of bid requirements and documentation, project close-out and move-in activities
- Monitor and evaluate progress of projects and approve requests for payment
- Coordinate with District and Campus Administration throughout the construction or renovation project:
 - Schedule meetings
 - Periodic update on the progress of the projects
- Work with Architect and the end the users during design, construction, and Furniture, Fixtures and Equipment
- Coordinate with facility directors on matters that may impact the ability to effectively maintain and operate a facility under construction or renovation
- Draft Board Agenda items for award of the work, changes orders, and final acceptance of construction and renovation projects
- Manage the coordination of construction planning events, bidding events, and scheduling the purchase and delivery of furniture fixtures and equipment.
- Hold construction meetings and attend job site meetings
- Manage project budgets and project schedules to ensure projects are completed on time and on Budget
- Coordinate with Purchasing and contracts department to:
 - Prepare bid documents
 - Hold bid opening and job walks
 - Address Q&A for bids
 - File notice of completion with the city
 - Prepare labor compliance reports
 - Create contracts, addendums and amendments
 - Purchase and scheduling of FF&E delivery and installation