



MANAGER OF CAPITAL PROJECT DELIVERY

Job Description
Job Code 283CPD
Bargaining Group: SPSO/09
September 21, 2016

Position Summary

Coordinate and manage the planning and completion of assigned construction and maintenance projects for District's properties; coordinate project development, design, specifications, bid process, contract administration, quality control, financial management and technical documentation functions; assure that projects meet state and federal regulations and district standards.

Reporting Relationship

Reports to the Facilities Director or another senior administrator as designated.

Responsibilities

The essential functions include, but are not limited to the following fundamental duties:

Perform regular performance updates and reviews with all direct reports.

Perform the annual performance review and goal setting with each direct report,

Manage all contracted, and select District performed construction projects for the department.

Manage all phases of construction and maintenance projects, including pre-design, schematic design, design development, specifications, bid process, contract administration, quality control, commissioning, financial management, technical documentation, and warranty administration.

Identify events that could alter the scope, budget, and schedule of the project and develop contingency plans for meeting objectives.

Monitor project worksites; evaluate the status of projects and documentation and assure projects meet job specifications, budget, schedule, quality and productivity goals.

Coordinate department initiatives that span multiple sites / areas.

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Responsibilities (continued)

Review and analyze completed projects annually for accuracy of the plans including cost, schedule and overall success of each project in concert with the Manager of Facility Planning.

Perform a formal presentation of the results of the above review to the Facilities Department Management Team.

Plan, delegate, supervise, coordinate and review the work of subordinates and consultants.

Assist in determining design scope, budget and schedule of a project in concert with the Manager of Facility Planning.

Assist in the examination of plans and specifications for district buildings prepared by external consultants and contractors and propose changes as required to comply with district standards or industry best practices.

Coordinate observing the construction district buildings and monitoring of project quality control and conformance to project objectives.

Meet regularly with staff and contractors to identify problems, and resolve operational and technical issues; evaluate issues, develop solution, and resolve discrepancies between field conditions and project plans; refer serious problems and disagreements in interpretation to appropriate management.

Confer with department heads in regard to the cost of construction, repair and alteration of district buildings.

Coordinate, schedule and participate in regular status meetings with all the various stakeholders.

Design, schedule, and participate in the project public engagement processes; identify key stakeholders and manage communication methods to uphold an appropriate level of public participation throughout the life of a project that differentiates between stakeholders' levels of influence and interest.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

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Responsibilities (continued)

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Knowledge of building codes, ordinances, standards and regulations including, but not limited to, Minnesota State Building Code, ANSI A117.1, the Americans with Disabilities Act, and City of St. Paul zoning and related legislation.

Knowledge of methods and practices for project planning, designs, technical plans, specifications, estimates, and reports for construction and maintenance projects.

Knowledge of federal, state and local codes and regulations governing engineering and building construction.

Knowledge of the materials, methods and techniques used in infrastructure projects for public buildings.

Knowledge of the principles and practices of government project management, records management, and methods of evaluating construction contract compliance.

Knowledge of the principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, customer service and employee supervision.

Considerable skill in utilizing computer systems in the performance of job responsibilities.

Considerable skill in the management of multiple projects of various sizes and complexity.

Considerable communications skills, both oral and written.

Considerable skill in data management, recordkeeping, research, analysis and reporting.

Considerable ability to interpret and apply construction standards and procedures; applicable federal, state and local rules and regulations; and SPPS policies and standards.

Considerable ability to read and interpret blueprints, designs, estimates, plans, and

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Knowledge, Skills and Abilities (continued)

specifications.

Considerable ability to analyzing problems, resolve disputes and grievances, and develop effective solutions.

Considerable ability to communicate effectively with individuals and groups.

Considerable ability to establish and maintain effective working relationships with co-workers, staff, contractors, public officials, and representatives from other local, state, and federal agencies.

Minimum Qualifications

Bachelor's degree in architecture, engineering or construction management and seven years of experience in educational/institutional/commercial design and construction which must include three years of direct project management experience.

Perferred Qualifications

Experience in supervising large public construction projects/ programs.

Experience managing to scope, schedule and budget for mid- to large- complex construction projects.