

Planning & Design Phase Project Manager: K-12 Construction

Project Management professionals, are you looking for a dynamic and collaborative firm where you can establish a career home? Capital Program Management needs your expertise! Established in 1999, we are a consulting firm specializing in the planning and management of capital outlay building programs for public and institutional clients. We are currently seeking a Project Manager to work with our Long Beach USD client's Measures E & Q bond programs.

In this role, you will assist with planning and design phase project management including managing scope, scheduling, budgeting and design phase consulting for the client. We offer competitive salary and benefits, as well as a company-wide commitment to the continued professional development of each and every one of our team members. If this sounds like the kind of career move you've been wanting to make, and if you meet our qualifications, we want to talk with you. Contact us today!

Responsibilities include:

- Serve as liaison between District personnel and outside agencies regarding facilities planning activities; communicate with District staff, consultants and representatives of public agencies.
- Manage a variety of projects; provide project coordination and management support to department activities; assure compliance with applicable laws, codes, rules and regulations.
- Prepare and maintain a variety of reports, records and files related to assigned activities; maintain data for long and short-range planning; compose written and oral communications to convey information in accordance with District policies and procedures.
- Plan the renovation, modernization and construction of District facilities including schools, portable classrooms and other support facilities.
- Assist in performing fiscal analysis related to facilities planning and construction accounting, budgeting, invoicing and payment requests.
- Prepare Request for Proposals (RFP) and Request for Qualifications (RFQ); analyze the scope and cost of contractor and consultant proposals; review project plans and specifications prior to bids; participate in pre-bid walks and bid openings.

Additional qualifications for the position include:

- Previous experience with design phase conformance reviews, quality control reviews, and constructability reviews.
- Familiarity with facility and design standards *is strongly preferred*.
- Familiarity with public contract code, building codes, and other regulatory requirements.
- The individual will understand project delivery, time management and how to deal with unanticipated events and unforeseen conditions.
- State (DSA, CDE, OPSC, and CEC) and local agency experience, *strongly preferred*
- Registered Architect or in process is *strongly preferred*.

CPM is voted among Best Places to Work by the Sacramento Business Journal since 2016. Visit our website for more information about our culture and benefits. capitalpm.com/careers

How to Apply:

Please submit your cover letter and resume by e-mail or mail. The Human Resources department will contact qualified candidates.

E-Mail to:

jobs@capitalpm.com

Or Write to:

Human Resources
Capital Program Management
1851 Heritage Lane, Suite 210
Sacramento, CA 95815