Senior Planning & Program Manager: 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 an experienced Planning and Program Manager to work with our clients within eastern San Mateo County. You will travel frequently to client and construction locations, but your office will be your home. CPM provides all the technology-related equipment needed.

In this role, you will assist with planning through close out phase project management including managing scope, scheduling, budgeting and design phase consulting for the client. You will also ensure compliance with applicable laws, codes and regulations, and participate in the funding application process. 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!

Job Requirements:

CPM seeks a senior level Program/Project Manager with previous experience in design phase, preconstruction and construction phase management supporting institutional and public works modernization and new construction programs. Job Responsibilities include managing pre-construction and construction implementation project(s) from conception to completion, coordinating and working with architects, contractors, project inspectors, A/E, testing lab, etc., reviewing work progress on a daily basis, preparing reports and documentation pertaining to various elements of job status, reviewing RFI's, processing construction documentation, preparing and negotiating change orders, processing pay applications, and monitoring the project(s) scope, schedule and budgets. You must also be extremely organized, efficient, and thrive in an environment with multiple deadlines. Since you will be responsible for extensive client interaction, it is also important that you display excellent verbal and written communication and interpersonal skills.

Additional qualifications for the position include:

- Candidate must have planning and project management experience supporting new construction and modernization projects.
- Valid driver's license and automobile insurance is required; some travel necessary.
- DOJ clearance is required.
- Expert knowledge of building products, construction details, state (DSA, CDE, OPSC, CEC and OSHPD) and local agency regulations, and quality standards.
- Ability to read plans and specifications is required.
- Ability to plan and see the "big picture".
- The successful candidate must be extremely organized, efficient, thrive in an environment with multiple deadlines and have excellent time management skills.
- Professional license, PMP and/or CMAA certification(s) or in process of obtaining is preferred.
- Proficiency with MS Outlook, MS Word, MS Excel is required, and MS Project is preferred.
- Bachelor's in planning, architecture or a related field. Registered Architect or in process is *strongly preferred.*

Benefits:

As a Senior Project Manager with Capital Program Management, you will be part of an established and growing program and project management consulting organization that focuses on capital outlay building programs. We believe that life is simply better when the work is meaningful, challenging, and accomplished with people who share one's sense of joy and purpose. At CPM, we work collaboratively and with an open-door policy. We also believe that education is a path, not a destination. To this end, we have made personal and professional development an integral part of our culture. When our people thrive, our business and our clients also prosper.

How to Apply:

Please submit your cover letter and resume. Please note: For consideration, both items (cover letter and resume) must be provided. 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