

## Design-Construction Phase Project Managers

### Owner's Representative Services for Facility Planning, Project and Construction Management

Location: Office in Redwood City; Client Projects throughout San Mateo County; Hybrid Office/Remote Available  
Expected pay rate: \$110,000 - \$160,000 DOE

#### Job Description:

CPM seeks Project/Construction Managers with previous experience in design phase, preconstruction and construction phase management supporting institutional and public works modernization and new construction programs for our clients within San Mateo County and East Bay area. Acting in the role of Owner's Representative, your 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.

#### Qualifications:

- The ideal candidate must have some experience supporting modernization and new construction projects for public entities including school districts and County/City public works with a planning, architectural, engineering or construction project management background.
- 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".
- Must be able to work collaboratively in a team environment with excellent communication skills both verbal and written.
- 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.

#### About Capital Program Management

Project and Construction Management professionals, are you looking for a dynamic and collaborative firm where you can establish a career home? Established in 1999, we are a consulting firm specializing in the planning and implementation of capital outlay building programs for public and institutional clients. We are currently seeking Project/Construction Managers to work with our clients within San Mateo County/East Bay Area. Capital Program Management needs your expertise!

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!

#### How to Apply:

Please submit your **cover letter and resume** by e-mail to [jobs@capitalpm.com](mailto:jobs@capitalpm.com). The Human Resources department will contact qualified candidates.