

Project Managers and Assistant Project Managers: 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 Project Managers (PM) and Assistant Project Managers (APM) to work with our Northern California school district clients based out of our Sacramento headquarters office.

In the PM role, you will assist with design phase, pre-construction and construction phase project management including managing scope, scheduling, budgeting, contracts and out-to-bid process, and overseeing the work of the architect, builder, and various consultants for our client(s). In the APM role, you will assist Project Managers with construction documentation, agency coordination, scheduling and document controls during the design phase, pre-construction, construction and closeout phase, including managing contracts and out-to-bid process for our client(s). 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!

Requirements

- The ideal candidate must have some experience supporting K-12 school modernization and new construction programs with a planning, architectural, engineering or construction project management background.
- Extensive client interaction requires exceptional people and communication (verbal and written) skills.
- The successful candidate must be extremely organized, efficient, and thrive in an environment with multiple deadlines.
- Ability to read plans and specifications is required at the PM level and preferred at the APM level.
- Previous experience with design phase conformance reviews, quality control reviews, and constructability reviews is required for PM level and desired for APM level.
- Professional license and/or certification(s) or in process of obtaining is preferred.
- Proficiency with MS Outlook, MS Word, MS Excel is required.
- Must be a self-starter and able to work in a team environment.
- Valid driver's license and automobile insurance is required; some travel necessary.

Additional qualifications for PM level include:

- The individual should be familiar with various project delivery methods, public contract code, building codes, and other regulatory requirements.
- State (DSA, CDE, OPSC, and CEC) and local agency experience highly preferred.
- Proficiency with MS Project preferred.

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, Inc.
1851 Heritage Lane, Suite 210
Sacramento, CA 95815