

## Assistant Project Manager (Educational Technology): K-12 Construction

Location: Long Beach USD Facilities Office, Webster Avenue, Long Beach, CA 90810

Expected pay range: \$80,000 - \$110,000 DOE

### Job Description:

Capital Program Management (CPM) seeks Assistant Project Managers with previous experience in planning and construction support activities for K-12 school low voltage and ed-tech projects. In this role, you will assist Project Managers with project coordination and management support to department activities and construction projects specific to school technology, such as security camera installations, wi-fi upgrades, Intercom/Clocks/Speakers, etc.

### Responsibilities include:

- Prepare and maintain of a variety of reports, records and files related to assigned activities; maintain data for long and short-range planning.
- Assist with project reviews as they relate to low voltage systems and other technology components.
- Assist in processing technology contracts and invoices; and procurement of technological equipment and installations.
- Assist in performing fiscal analysis related to facilities planning and construction accounting, budgeting, invoice and payment requests.
- Update and maintain School Site Plan Drawings, Boundary Maps, District demographic data and other surveys; work with school sites to update emergency evacuation plans and related facilities information.
- Monitor accounts to assure funds are appropriately expended and assure compliance with applicable laws, codes and regulations.
- Serve as a liaison between District personnel and outside agencies regarding facilities planning activities.
- Utilize a variety of advisory data and information including budgets and schedules, to assist in making appropriate decisions supporting the interests of the District.
- Provide information to Facilities management regarding assigned functions; provide advisement of unusual trends or problems and recommend appropriate corrective actions.
- Assist in construction closeout in coordination of warranties, as-builts, training and attic stock.
- Operate a computer and assigned software to input data and develop reports; Excel, PowerPoint, MS Project, Bluebeam, CADD software; drive a personal vehicle to conduct work and visit sites.

### About Capital Program Management

Project 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 management of capital outlay building programs for public and institutional clients. 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.

**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](http://capitalpm.com/careers)**

### 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.