

## Construction/Project Manager: K-12 Construction

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 Construction/Project Manager to work with our Long Beach USD client's Measure E bond program.

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 Construction/Project Managers with previous experience in construction phase management supporting K-12 school modernization and new construction programs. Job Responsibilities include overseeing and directing construction project(s) from conception to completion, coordinating and working with 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 has previous construction project management experience supporting K-12 school modernization and new construction programs.
- Advanced knowledge of construction management processes, means and methods.
- Expert knowledge of building products, construction details, State (DSA, CDE, OPSC, and CEC) and local agency regulations, and quality standards.
- Ability to read plans and specifications is required.
- Competent in conflict and crisis management.
- The successful candidate must be extremely organized, efficient, thrive in an environment with multiple deadlines and have excellent time management skills.
- Professional license and/or CMAA certification(s) is a plus.
- Proficiency with MS Outlook, MS Word, MS Excel is required, and MS Project is preferred.
- Valid driver's license and automobile insurance is required; some travel necessary.

### How to Apply:

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

#### E-Mail to:

[jobs@capitalpm.com](mailto:jobs@capitalpm.com)

#### Write to:

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

#### Fax to:

Attention: Human Resources  
916-553-4200