



*Human Resources*

**FACILITIES PROJECT MANAGER**  
(FACILITIES DEPARTMENT)

<b><u>SALARY:</u></b>	\$50,000 per year
<b><u>BENEFITS:</u></b>	Full benefits package includes 12 days of sick leave, 30 days of vacation, and 11 paid holidays per year; plus a generous medical, dental, life and disability insurance package for employees and dependents. The TIAA-CREF retirement program, deferred compensation, flexible spending account, and optional supplemental retirement accounts are available, as is the statewide tuition waiver program
<b><u>SCHEDULE:</u></b>	12 month, Mon-Fri, Full time exempt position.
<b><u>DEADLINE FOR APPLICATION:</u></b>	Preliminary screening will begin March 2 <sup>nd</sup> , 2010. To ensure full review of your application, all materials should be received by <b>5:00pm March 1<sup>st</sup>, 2010.</b>

**DESCRIPTION:**

The Facilities Project Manager position works under the direction of the Vice President for Administration supporting the process of planning, design, bidding, construction, acceptance, warranty follow-up, and record keeping for capital construction projects as well as supporting facilities improvement, maintenance and repair activities and special projects throughout the college. The Facilities Project Manager is responsible for maintaining the college's engineering and construction reference documents. Additionally, this position will review and coordinate construction phase of all facility, site and utility projects including general, mechanical and electrical work, act as the college's representative and serve as primary contract administrator, manage the planning, design, construction, acceptance and warranty of multiple major/minor projects on the main campus and other sites.

The Facilities Project Manager will also manage the on-going small campus improvements and repairs that are typically beyond the capabilities and/or resources of the of the Facilities Department.

**DUTES:**

**Administration (50%)**

- Liaison with Engineering and Architectural Services Division of the Washington State Department of General Administration, consultants, contractors and college departments and staff during construction projects and planning.
- Prepare and manage physical plant, property inventory, and space inventory records.
- Receive, evaluate, distribute and respond to contract, consultant and regulatory agency correspondence; establish a system for dispute resolution; review and respond to delay claims; develop proposed solutions to solve outstanding problems.
- Manage permanent building records and electronic drawings for all campus buildings. Oversee conversion of drawings to CADD records.
- Create and manage campus standards.
- Work with client(s) to develop project program, maintain fiscal and schedule control.
- Prepare project specifications to bid repair and minor improvement work.
- Provide guidance and input for college facilities master planning and capital development strategic planning.

### **Project Management (25%)**

- Responsible for limited public works procedures, preparing general conditions, bidding processes and associated documentation through project completion.
- Prepare construction change notifications; process change orders and negotiate pricing with the contractor for approval by Vice President.
- Amend construction contracts within delegated authority.
- Conduct pre-occupancy meetings and identify incomplete work; coordinate the building commissioning process including equipment start up and testing, optimizing operation, obtaining operating instructions and identifying equipment with special requirements; respond to problems during warranty period and conduct one year warranty inspection.
- Follow up on departmental inquiries and complaints to effect remedial actions and timely project completions.
- Conduct surveys, analyze systems and prepare reports on maintenance, construction, planning and estimating, utility production, budgetary, and related activities.

### **Management (25%)**

- Manage the capital construction program including monitoring the day to day operations of the general contractor, subcontractors and providing progress reports and photographic history of the work as needed.
- Manage space planning activities and move management planning as needed for projects.
- Manage the college's leased spaces.
- Manage other facilities related initiatives and perform related duties as required.
- Collaborate with Facilities Department plant management personnel to coordinate engineering functions with construction and maintenance activities.
- Conduct building inspections and data collecting to determine necessary repairs and project costs as well as build budget for campus operations.
- Manage the development and maintenance of the campus lock/keying program and software.
- Manage campus and building way finding (signage) program.

### **MINIMUM QUALIFICATIONS AND COMPETENCIES:**

Work experience managing small capital projects and internal facility initiatives/projects and a bachelor's degree in Architecture, Engineering, Construction Management or another closely related field from an accredited institution.

Or

an equivalent mix of education and experience that demonstrates the candidate meets all the following competency requirements for this position.

- Experience in construction management or equivalent.
- Knowledge of building construction materials, methods, practices, building codes and ability to read and interpret plans and specifications.
- Ability to manage multiple complex projects and maintain working relations with staff, outside consultants and agencies.
- Ability to use AutoCAD software in order to maintain and update architectural/construction records.
- Ability to use computer software related to an office environment.
- Excellent communications skills both orally and in writing.
- Strong collaborative and dispute resolution skills.
- Identify, analyze, source and prepare information for purchasing facilities related materials.
- The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, community and technical college system.
- A demonstrated understanding and value for the contributions that a diverse workforce can make to the success of the organization and the students we serve.

- Ability to work with minimal supervision.
- Acceptance of the responsibility to promote the welfare and best interests of students at all times.
- A demonstrable understanding and acceptance of the mission, values, goals and objectives of HCC.

**PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Project Management Certification
- Knowledge of the Washington state process for capital improvements.

**PHYSICAL REQUIREMENTS:**

- Some lifting of up to 50 lbs. for brief periods.
- Possibility of crawling, kneeling and climbing on construction sites as required.

**CONDITIONS OF EMPLOYMENT:**

- Background check will be conducted on successful candidate.

**APPLICATION PROCEDURE**

Preliminary screening will begin **March 2<sup>nd</sup>, 2010**. The official Highline application is available on the Highline Community College website: <http://www.highline.edu/admin/hr/job> . Application materials may be emailed to [jobs@highline.edu](mailto:jobs@highline.edu), faxed to: (206) 870-3773 or mailed. Should you decide to e-mail or fax your materials to us, you must also submit original documents by mail to:

**Human Resources  
Highline Community College  
PO Box 98000, M/S 99-200  
Des Moines, Washington 98198**

Please submit the following materials as a complete package:

- A letter of application that addresses your qualifications as they relate to the skills, abilities and qualifications set forth in this announcement;
- Official Highline Community College application form, <http://www.highline.edu/jobs> ;
- Current résumé;
- References - names, addresses and phone numbers of at least three individuals who are familiar with your qualifications as they relate to this position, one of whom must be a recent supervisor; and
- A one page response to the following:

*Please describe your commitment to diversity and how diversity contributes to multicultural understanding and appreciation. How have you contributed to a diverse work place, and what insights have you gained as a result of personal and/or professional experience?*

To learn more about Highline Community College, its mission, culture and classes, visit [www.highline.edu](http://www.highline.edu).

*All materials submitted become the property of Highline Community College and cannot be returned. Personal copies need to be made prior to submitting application materials to the Human Resources Department. The Human Resources Office does not provide copying services. Any corrections, modifications, or changes relating to this positions announcement will be posted online at [www.highline.edu/jobs](http://www.highline.edu/jobs) and in the Human Resources Office, Building 99, Highline Community College.* **THE COLLEGE:**The College, established in 1961, is nationally and internationally recognized as a premier community college. This reputation has been earned through the development of an institutional culture that values innovation, globalization of curriculum, and community participation. Highline is one of 34 community and technical colleges in Washington.

The main campus is perched on a hill overlooking beautiful Puget Sound and the Olympic Mountains, and is located on an 80-acre wooded site in the Pacific Northwest, 20 minutes south of downtown Seattle. With more than 10,000 students and 300,000 alumni, Highline is one of the state's largest institutions of higher education and the oldest community college in King County. Faculty and Staff number more than 1,200, including approximately 140 full times faculty and 350 part-time instructors. For more information about Highline Community College, its mission, programs, degrees, pre-college, basic education and other training programs, please visit our web-site at [www.highline.edu](http://www.highline.edu).

**HIGHLINE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR AND OPERATES UNDER AN AFFIRMATIVE ACTION PLAN. THE COLLEGE STRONGLY ENCOURAGES QUALIFIED MEN AND WOMEN OF ALL RACES, RELIGIONS, AND ANCESTRY; DISABLED AND VIETNAM ERA VETERANS; AND PERSONS OF DISABILITY TO APPLY. APPLICANTS WITH DISABILITIES WHO REQUIRE ASSISTANCE WITH THE RECRUITMENT PROCESS WILL BE ACCOMMODATED TO THE EXTENT REASONABLY POSSIBLE. TO REQUEST ACCOMMODATIONS CALL (206) 878-3710 EXTENSION 3220 OR TTD FOR THE HEARING IMPAIRED AT (206) 870-4853.**

**If hired, you will be requested to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country.**