



JOB DESCRIPTION

Program Manager – Del Mar College Corpus Christi, Texas

FLSA Status	Exempt
Department(s)	Project Management
Reports to	Project Executive or Regional Vice President

MINIMUM QUALIFICATIONS:

- 5 years demonstrated successful experience as a Construction Program Manager in a University of Higher Education
- Computer skills and knowledge with the following systems: MS Office Basic, MS Windows
- Effective, professional communication skills, (written, oral, public speaking)
- Proficient in business and technical writing
- Strong organizational and time management skills
- Excellent customer service skills, CAN-DO attitude
- Advanced knowledge of design and construction delivery, terminology, practices, methods, techniques, sequences, materials, equipment, scheduling and estimating

EDUCATION:

Undergraduate Degree; College degree in Business Management, Construction Management, Architecture or Engineering. In lieu of a college degree, 10+ years of relevant experience in construction management may be accepted.

LICENSES/CERTIFICATION:

Current, valid Texas Driver's license and a satisfactory driving record

PREFERRED QUALIFICATIONS:

Construction Manager Certificate is desirable

SALARY RANGE:

\$80,000 TO \$110,000

JOB SUMMARY:

The Program Manager is responsible to provide construction leadership, and perform administration and management functions within a defined scope of services from inception to completion of capital construction programs. Serves as the lead for the Project Delivery Team (PDT), consisting of the Owner, Architect/Engineer, and Contractor. Acts as agent and/or advisor to the owner, and coordinates with the PDT to further interests of the owner.

The Program Manager is responsible for high-level analysis, reporting, integration and coordination of the Owner's outsourced services, and in-house staff to manage large capital construction programs. Manages multiple projects concurrently or of varying overlap as part of an overall program. Depending on the needs of a project, the Program Manager may perform the essential functions of the Project Manager, Construction Manager and/or the Construction Inspector. Otherwise, the Program Manager will supervise the Project Managers, Construction Managers, and Construction Inspectors of the project.

The principal differences between a Project Manager and Program Manager are the magnitude and complexity of the scope managed, where a Project Manager typically manages single projects or multiple projects phased sequentially, the Program Manager is responsible for the entire project. The position is highly adaptable to many different projects and Owners. A Program Manager may also supervise technical or administrative personnel specifically assigned to the program and under employment of contract to the firm.

ESSENTIAL JOB FUNCTIONS:

- Provides services to achieve program goals while maintaining program constraints: Time, Cost, Scope and Quality.
- Provides leadership and technical services to manage the program, including recommendations regarding time, cost, quality, scope, procurement and division of the work into contracts.
- Develops, implements, and administers the Project Management Plan (PMP).
- Develops and manages communication protocol and document control procedures for the PDT.
- Serves as central point of contact for the PDT.
- Reads, familiarizes with, and interprets Contract Documents (contracts, architectural and engineering plans and specifications, submittals and shop drawings).
- Maintains extensive contact with representatives of the PDT to promote cooperation, resolve problems and expedite work.
- Tracks and analyzes overall program performance metrics such as progress and total cost.
- Conducts regular, periodic meetings with PDT throughout the program life cycle to discuss status, outstanding issues and other topics as necessary to coordinate and promote positive progress.
- Generates and presents reports to the Owner or Program Manager and to the Regional Vice President on a regular periodic basis regarding program status, lessons learned, and forward outlook.
- Coordinates and monitors the services of the Design Professionals, Prime Contractors and/or various Trade Contractors, Quality Control Providers and other Vendors directly contracted to the Owner.
- Manages and relies on technical and administrative personnel assigned to the program.
- Collaborates with specialized personnel for support on Cost Estimating, Value Engineering, Constructability Review, Plan Review, Inspection and Scheduling.
- Works with the appropriate parties and personnel to resolve problems encountered in completing the program and recommends appropriate action to minimize impact on the program.
- Demonstrates knowledge of management and leadership practices and techniques, construction practices, means and methods, construction trades, construction scheduling, estimating and accounting, algebra, geometry, and trigonometry, inspection practices and procedures, the difference between Quality Assurance and Quality Control, and safety in the construction industry.
- Demonstrates ability to envision the program in its entirety. Identifies potential problems before they arise, applies good judgement, and performs effectively in stressful situations.

- Develops and recommends a recovery plan if the program is not going as specified.
- Participates in company training/continuing education program and attends corporate events/functions.
- Performs other duties as assigned.

PHYSICAL ABILITIES AND REQUIREMENTS:

The physical activity of this position:

Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

Kneeling. Bending legs at knee to come to a rest on knee or knees.

Crouching. Bending the body downward and forward by bending leg and spine.

Crawling. Moving about on hands and knees or hands and feet.

Reaching. Extending hand(s) and arm(s) in any direction.

Standing. Particularly for sustained periods of time.

Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

Grasping. Applying pressure to an object with the fingers and palm.

Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position:

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision:

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position:

The worker is subject to both environmental conditions. Activities occur inside and outside.

The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour.

Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

The worker is frequently in close quarters, crawl spaces, shafts, manholes, small, enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.

The worker is required to function in narrow aisles or passageways.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.