Project Manager – Planning, Design & Construction
Physical Plant Services

Fort Lewis College
Durango, Colorado

Position Summary
The Project Manager is a member of the Planning, Design & Construction team who are responsible for all college building construction, renovations and campus infrastructure upgrades. This position will be responsible for multiple projects, occurring simultaneously, from start to finish to include scope development with clients, acquisition of professional design and contractor services, day to day oversight of project activities and financial accountability for budget management and compliance with all Office of State Architect policies and procedures.

Minimum Qualifications
- Bachelor’s Degree in Engineering, Architecture, Urban Planning, Construction Management, Public Administration or related field.
- Four years or more of construction project management experience or related facilities management experience, preferably in the public or academic sector.
- Four or more additional years of engineering, architectural, facility management or project management experience may be considered in lieu of the bachelor’s degree.
- Considerable knowledge of mechanical and electrical systems, and building, fire safety and accessibility codes.
- Detail-oriented and organized
- Superior negotiation and oral and written communication skills.
- Proficiency in spreadsheet applications and project scheduling

Preferred Qualifications
- Proficiency in AutoCAD.
- Professional registration in Engineering or Architecture and accreditation as a LEED professional is preferred.
- Eight years' or more of construction management experience or related facilities management experience, preferably in the public or academic sector.

Major Responsibilities
- Shall be responsible for the successful management of multiple construction projects occurring simultaneously.
- Manage all phases of construction projects to include design, construction, commissioning and operational start-up in order to achieve the goals of the College while ensuring compliance with governing codes, FLC design standards and other requirements.
- Administer selection of Architects, Engineers and other consultants in accordance with the requirements of State of Colorado Revised Statutes, the Office of the State Architect and the Purchasing Regulations of the College. Verify project intent and goals. Develop and establish project budgets. Prepare and administer Request for Qualifications and Request for Proposal documents for the procurement of goods and services.
- Establish scope of work, negotiate, administer and manage design and consultant agreements for the College. Prepare and execute contracts. Establish and manage steering committees and
working groups to guide design work. Coordinate and manage required design review and code compliance processes. Expedite and facilitate timely FLC decision making and ensure FLC review comments and design standards are incorporated.

- Procure required design support services. Engage services of geotechnical engineers, site surveyors, code review consultants, archaeology consultants, owner’s representative design review services, industrial hygienists, environmental, sustainability and other consultants as needed.

- Manage bidding processes and contractor procurement. Prepare and incorporate all State of Colorado requirements into project documents. Establish project schedules, prepare legal notices and advertisements and conduct pre-bid meetings. Review, coordinate and incorporate all addenda into project documents. Negotiate, prepare and execute contract documents ensuring fulfillment of all legal requirements.

- Establish, incorporate and administer construction inspection and quality assurance program for assigned projects. Assure compliance with building and accessibility codes. Engage the services of construction support specialists including materials testing firms, special inspectors for structural steel, masonry, roofing, plumbing, electrical and mechanical systems as needed. Coordinate required state plumbing, electrical and boiler inspections. Coordinate inspection efforts with contractor’s work. Maintain required documentation of inspection work. Assist with the preparation and submittal of the College’s annual "Agency Action Plan for Code Compliance".

- Act as liaison between College staff, campus police, designers, contractors, sub-contractors, city, county, and various state agencies to facilitate the design and construction process. Coordinate work to minimize service interruptions and communicate planned service interruptions to affected areas. Ensure fulfillment of user needs, design standards and design intent. Organize, distribute and review all project submittals with appropriate College staff, end users and FLC administration as needed to verify compliance with FLC design standards, project intent and specifications. Coordinate project work to be provided by the College and separately contracted work such as utility locates, furniture installations, building keying, furniture moving, building commissioning, test and balance work and other items as required. Respond to contractor information requests in a timely and thorough manner.

- Attend and conduct construction meetings as needed to serve the interests of FLC. Ensure meeting minutes accurately reflect the conducted business and are distributed in a timely manner. Negotiate contract amendments, supplements and change orders. Review and act upon designers’ and contractors’ requests for payment. Manage project budgets.

- Administer project close-out requirements. Obtain and review all as-built documents, operations and maintenance manuals, electronic drawings and incorporate into PPS projects library. Organize and maintain project files and archives in accordance with the policies of the Office of the State Architect and FLC.

- Develop and implement construction management policies and procedures. Assist with the “in-house” production of the FLC Design and Construction Standards Manual.

- Develop and maintain detailed and accurate facility management and construction cost data. Prepare detailed status reports and analyses for review and use by the College Administration including detailed cost information and project tracking reports.

- Assist with implementation of the College’s facilities planning process. Work with the college community to strategically assess college facilities and develop prioritizations for controlled maintenance, capital renewal, new capital construction and other project needs. Ensure projects are programmatically driven and that prioritizations are based upon strategic need.

- Assist with preparing and submitting the annual Capital Construction requests, Controlled Maintenance requests and annual valuation of the Fort Lewis College buildings to appropriate state offices. Prepare narratives and develop cost estimates, maps and drawings. Establish project budgets. Submit funding requests for approval. Defend project requests and develop and prepare required responses.
• Assist with the development, administration and implementation of the College’s asbestos awareness safety program. Effectively manage contracted asbestos survey work and abatement projects.
• Maintains knowledge and awareness of digital accessibility including the American with Disabilities Act and Section 508.
• Produces and remediates digitally accessible materials in accordance with FLC standards.
• Perform other duties as assigned

Work Conditions
The work environment characteristics described here are representative of those that an employee can expect while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
• Ability to work in a confined area.
• Construction site and outdoor environments.
• Ability to sit at a computer terminal for an extended period of time.
• Will periodically be required to work outside of core business hours of 8:00 AM – 5:00 PM

Compensation
Salary is $60,000 - $71,000 plus a comprehensive benefits package. The anticipated start date is in April 2020.

Application Process
A complete application packet includes:

• Cover letter addressing interest and qualifications for position
  o Include details regarding how your personal and professional experiences allow you to encourage a learning environment grounded in equity and inclusion. “How do you envision contributing to Fort Lewis College’s commitment to equity and inclusion?”
• Resume
• Names and contact information for three current, professional references

Submit materials as one PDF file via email to: projectmanager-search@fortlewis.edu

Application materials received by March 9, 2020 will receive full consideration. Position will remain open until filled.

The successful candidate will be required to submit original, official college transcripts, and pass a background check.

The College and the Community
Fort Lewis College, a public institution located in Durango, Colorado, offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,300 students come from 48 states, 17 countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic backgrounds. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive
atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.

**Equal Opportunity**
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment; applications from underrepresented groups are strongly encouraged.

**ADAA Accommodations**
Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email kpolens@fortlewis.edu at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.