



Job Description

Value Statement

“One Brookdale” is a core value in each of our daily work lives. This value will be expressed by everyone being responsible for the priorities and goals of the College without regard to title, band, or department. We will perform together with respect, teamwork, cooperation, integrity, courteousness and professional behavior.

Job Title: Manager, Capital Projects

Department: Facilities Operations

Reports To: Director, Facilities Operations

Position Summary

The Manager oversees capital projects and all related activities as well as assists the Director Facilities Operations in overseeing the Facilities Operations department and implementation of the all activities to achieve the approved Facilities Master Plan.

Job Duties and Responsibilities

30% Capital Projects Management

- Manage capital construction projects, selected architects, and contracted vendors related to capital projects. Responsible for capital planning and construction, real estate development, and capital project budgets.
- Oversee bid specifications related to construction projects.
- Review and recommend approval of architect engineer, construction management, building commissioning, and other professional contracts related to capital projects for the institution.
- Evaluate project progress, change-order management, and compliance with project budget and construction schedules consistent with the FMP (capital) for AVP approval.
- Develop and recommend project budgets and schedules for all construction activities both for the purpose of affecting executive level approvals and for coordinating movements, staff deployment, and schedule adjustments as necessary.
- Actively pursue funding alternatives for capital projects from sources that include but are not limited to, County, state, federal agencies as well as private and public foundations.
- Provide regular oral and written reports to the Director on the status of all projects and activities and, as necessary, to the BOT and Facilities and Finance Committee.

30% Facilities Operations

- Provide managerial support to the Director for Facilities Operations, including facilities assessments, special projects, strategic planning, and implementation.

- In the absence of the Director, oversee Facilities Operations, provide leadership to all staff in the department, direct contracted services, and resolve any issues that arise.
- Act as a direct liaison for the College with all federal, State, and local government agencies necessary for approval, financing, and/or permitting of appropriate construction projects and facilities initiatives as assigned by the Director.
- Work with the engineer of record to administer, enforce, and ensure that applicable construction codes are implemented and enforced in accordance with AIA/Owner/Architect, Division of Building and Construction documents, and Owner/Contractor procedures as well as State and New Jersey Construction Codes.
- In the event of labor actions, including work stoppages by construction site workers, ensure the safety of the construction sites and prepare and implement contingency plans for construction activities such as revised delivery schedules and change orders.
- Represent the Director of Facilities Operations, as directed, at department, division, and college-wide meetings including active participation on appropriate Governance committees.

20% Oversee the landscaping and custodial contracts.

10% Compliance

- Collaboration with the Manager of Fire Safety & Environmental Compliance to ensure all facilities and operations are in compliance with applicable federal and state construction and safety codes including ADA, OSHA, EPA, and New Jersey Construction Code.
- Help ensure that all facilities meet environmental and safety requirements and ensure that facilities personnel follow safety procedures. Maintain and update the fire alarm system, coordinate, in conjunction with Police, and Brookdale's Manager of Fire Safety & Environmental Compliance, fire and life safety programs of the College. Serve as standing member of College Safety Committee as needed.

10% Perform other related duties as assigned.

Minimum Qualifications

Education:

- Bachelor's in a closely related field or the equivalent combination of education and experience from which comparable knowledge and skills can be acquired.

Experience:

- Five years of relevant experience.

Knowledge/Skills/Abilities:

- Strong supervisory skills.
- Strong knowledge of safety codes and standards.
- Proven ability to manage multiple tasks and projects with discretion, tact and timeliness.
- Strong communication, interpersonal, and organizational skills.
- Ability to learn detailed knowledge of applicable Federal and State
- Must be computer literate with ability to utilize Microsoft Office at an intermediate level and the ability to learn and utilize and systems specific higher education programs as well as facilities operations.
- Ability to learn and apply office practices, procedures, policies, and regulations that are essential to the position.

- Ability to travel within the county and state.

Supervision Received

General supervisor from the supervisor. The incumbent has latitude to determine method and priority of completion.

Supervision Exercised

Oversee professional engineers, architects, and contractors (GMs and Trades).

Budget/Revenue Responsibility

Manages project budgets and advises supervisor of significant variances.

Internal/External Contacts

Liaise closely with local, county and state officials in obtaining necessary approvals, funding and/or permits.

Working Conditions

Exposure to all weather conditions. Evening and weekend hours may be required. Position can be physically demanding. Manual dexterity and physical ability required. Must be able to climb ladders, work on scaffolding, climb over/around pipes, reach bend, squat, crouch or crawl. Must be available 24 hours a day, 365 days for campus and emergency calls.

ADA Statement

Individuals will be required to perform these functions without significant risk of injury to him/herself or others or otherwise demonstrate or explain how they can perform the essential functions listed above with or without reasonable accommodations.

Smoke-Free Workplace

Brookdale Community College is a smoke-free workplace in compliance with the Smoke-Free Workplace Act.

Qualified and interested applicants can apply directly at

<https://jobs.brookdalecc.edu/postings/784>