

Senior Construction Project Manager

Broward College is a nationally ranked institution of higher education in Broward County, Florida, providing residents and non-residents with access to high-quality, affordable education. The College offers several degree options, including certificate programs, two-year university-transfer degrees, two-year career degrees, baccalaureate degrees in selected programs and continuing education courses.

The first and largest non-profit institution of higher education in Broward County, our campuses and centers serve more than 66,000 students annually. Our diverse student body represents 150 countries of origin and we are proud to consistently be one of the country's top producers of associate degrees to minorities.

As an equal access and employment opportunity institution we are committed to a tradition of increasing and retaining an intellectually, culturally, and ethnically diverse student body and workforce in an effort to increase the success of our students, faculty, and staff while strengthening our local and global communities.

POSITION OBJECTIVE:

This individual works as the owner representative for Broward College and under limited direction works closely with the appropriate campus representatives in the planning, development and completion of College construction projects at the assigned campuses including the analysis of user requests and the development of Educational Construction related specifications. Oversees the day-to-day operations of assigned building construction projects from start through completion, inspection, and occupancy by ensuring that projects are in compliance with all construction documents, codes, regulations, college standards, project budget and schedule. Employees in this job classification ensure the fulfillment of contractual obligations of architects, engineers, contractors, and other vendors. Performs related duties as assigned.

In-campus travel is required. Tri-county area travel may be occasionally required. Travel reimbursed according to College Policy 6.21.

As a designated Essential Personnel position, will be required to assist as called upon to respond to College emergency closures as defined in Policy 3.35.

MINIMUM EDUCATION:

- Bachelor's Degree in Architecture, Architectural Engineering, Civil Engineering, Building Construction or related field.

MINIMUM EXPERIENCE/TRAINING:

- Six years of experience in construction management or related field.
- Experience in technical application of Florida Administrative Code, Florida Department of Education codes, Florida Department of Transportation codes, and Educational Facilities Regulations and Guidelines preferred.
- An equivalent combination of experience and education may be considered

MINIMUM CERTIFICATION/LICENSES:

- Preferable but not necessary registered Architect or Engineer.
- LEED Certification preferable but not necessary.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of planning and organization of construction projects and activities. As well as methods, materials, tools and terminology used in construction.
- Knowledge of Construction Specifications Institute (CSI) Master format, Florida Building Code, ADA, life safety requirements, cost estimates, specifications and budget control.
- Knowledge of applicable laws, codes, ordinances, regulations and policies and procedures.
- Knowledge of operation of a computer and familiarity with software programs for word processing, spreadsheets, job costing, online collaboration, scheduling, estimating, and internet search engines.
- Ability to give presentations/training to a group.
- Must have ability to use Procore, Workday, Archibus and other designated software. Specific training will be provided upon employment.
- Ability to understand, prepare and review requests for proposals (RFP), requests for qualifications (RFQ), contracts, plans, and specifications.
- Ability to work well under pressure, particularly when faced with unexpected occurrences or delays. Flexible to adapt to changing priorities and perform basic task work.
- General understanding of the external environment and how it affects academia in general and Broward in particular, including political, legal, environmental, educational, financial and social influences
- Strong knowledge of College structure, policies and practices, and the impact on own area

- Strong supervisory and team building skills
- Ability to partner with others across the College and externally to exchange information, collaborate on projects, share resources, etc.
- Ability to influence others of the benefits/importance of an idea or plan of action and to gain their support or commitment
- Strong negotiation skills and ability to reach mutual points of agreement and benefit among peers and colleagues.

HOW TO APPLY FOR BROWARD COLLEGE POSITIONS:

Apply at <https://jobs.broward.edu>

A complete online employment application form is required with the following requested documents:

- Resume
- Cover letter
- Unofficial Transcripts with degree date conferred

REQUISITION NUMBER: REQ-000018805

SALARY: \$55,000 - \$71,500 Salary commensurate with education and experience

CLOSING DATE: Open Until Filled

SPECIAL INSTRUCTIONS TO APPLICANTS:

For positions requiring a degree, the official transcripts are required upon hire.

An unofficial copy of the degree/transcript is acceptable during the application process and can be faxed to 954-201-7612. On the fax transmittal, please state clearly the position name(s) and position number(s) the transcript is to be attached to.

FOREIGN TRANSCRIPTS:

Transcripts issued outside of the United States require an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the application deadline.

All document(s) must be received on or before the closing date of the job announcement.

Employment is contingent upon successful completion of the required background screening process.

All positions are contingent upon budget approval by the Board of Trustees.

Call (800) 682-3646 or (954) 201-7338 for more information

Broward College is an affirmative action, equal opportunity employer and encourages applications from underrepresented groups, including minorities, women, and person with disabilities.