

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE: Construction Project Manager

JOB CLASSIFICATION: Exempt

PAY RANGE: \$74,000 to \$140,000
Based on qualifications, experience, and education

DEPARTMENT/PROGRAM: Operations/Construction

REPORTS TO: Director of Operations

SCHEDULE: M-F, occasional weekends, and evenings

SUPERVISORY RESPONSIBILITY: Construction Project Managers, administrative staff and/or third-party Construction Managers (if applicable).

INTERNAL/EXTERNAL CONTACTS: Bishop, Vicar General, Construction Committee, Executive Management, Pastors, Principals and parish/school staff, construction managers, contractors, architects, vendors, consultants, and municipal agencies.

PRIMARY PURPOSE:

In service to internal clients, coordinate and supervise a wide variety of new construction and remodeling projects at parishes, schools, Christ Cathedral campus and cemeteries. Ensures that team of project managers schedules and coordinates all construction processes to ensure work conforms to Diocesan standards, meets all applicable building codes and permits, and is performed in a timely and cost-effective manner.

ESSENTIAL FUNCTIONS:

- Manages and supervises the planning, scheduling, and coordination of all construction processes from start to finish ensuring project meet design and cost specifications through post-construction phases.

- Prepare cost estimates, budgets, appropriate scope of work and project schedules.
- Interpret and explain contract and technical information to other professionals.
- Report on work progress and budget matters. Respond to work delays, emergencies, and other problems. Facilitate fair and equitable solutions when problems arise to minimize additional costs and delays in construction.
- Ensures timely communication and responses to internal clients. Must instill and display a strong commitment to excellent client service.
- Confer with contractors, vendors, and suppliers to negotiate terms and conditions of construction contracts and purchase orders.
- Select architects, contractors, and engineers for construction projects.
- Interface with architects, engineers, government agency officials, pastors, and administrators to keep projects on track and moving toward scheduled completion.
- Partner with Construction and Administration to ensure projects comply with OSHA requirements, additional government agencies, and other legal requirements.
- Responsible for handling all job and labor disputes. File and respond to court actions relating to building disputes, as necessary.
- Oversees selection and provision of furnishings, fixtures, materials, and equipment.
- Make regular visits to construction sites to ensure that procedures and materials comply with plans and specifications.
- Examine workmanship of completed jobs and approve work prior to final payment to contractors.
- Work with contractors, architects, and engineers to arrange for performance of specified construction work in accordance with plans, blueprints, codes and other specifications.
- Meet with school principals, pastors, business managers, and others to review and evaluate construction needs within the Diocese.
- Review all invoices pertaining to construction and maintenance projects to ensure validity prior to payment by the locations or Diocese.
- Assist and support Risk Management department for insurance related items.
- Perform other work-related tasks.
- Build and maintain strong relationships with various city planning agencies

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Bachelor's degree in business, real estate, engineering, or related field.
- Senior-level management experience.
- Five years related work experience, including project management and direct management of major planning and/or construction programs for a large institution or agency, including three years supervisory experience.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Establishing and maintaining effective working relationships and working in a collaborative manner.
- Collaborating effectively with diverse constituencies.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively managing, leading, and delegating tasks and authority.
- Effectively using organizational and planning skills.
- Preparing budgets and monitoring the disbursement of funds.
- Planning and project management practices and techniques.
- Technical aspects of facilities planning and construction.
- Understands laws and ordinances regulating building construction and operation.
- Able to supervise architecture, planning, project management and construction practices and techniques.
- Maintaining confidentiality of work-related information and materials.
- Analyzing highly conceptual issues and problems and providing creative solutions.
- Meeting deadlines and handling multiple projects.
- Delivering effective presentations.
- Other duties as required

DESIRED:

- Ten years construction experience in a supervisory capacity.
- Contractors' license.
- Bi-lingual English/Spanish or English/Vietnamese

TYPICAL WORKING CONDITIONS:

Generally, both indoors and outdoors with exposure to various and extreme weather conditions. Often working around standing up. Communicate and cooperatively. Follow oral and written instructions. Equipment operated includes office equipment such as computers, printers, and phones.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, handle equipment and furniture, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, communicate verbally and listen to direction and requests. The employee must regularly lift and/ or move up to 50 pounds, and occasionally move up to 100 pounds via dolly/cart. Visual requirements are the ability to read up close, see at a distance and see color (safety items), the use of glasses is acceptable.