

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

Date Prepared: July 10, 2019

Date Revised:

POSITION TITLE: Project Manager

JOB CLASSIFICATION: Exempt

DEPARTMENT/PROGRAM: Office of Construction

REPORTS TO: Director of Construction

SUPERVISORY RESPONSIBILITY: Administrative Assistant, Assistant Project Manager (if available)

INTERNAL/EXTERNAL CONTACTS: Construction Managers, Contractors, Architects, Vendors, Priests, School Principals, Municipal Agencies

PRIMARY PURPOSE:

Oversee all construction, maintenance, repair, design, procurement and project costs for all parish, school and cemetery projects within the Diocese to ensure work conforms to Diocesan standards, meets all applicable building codes and is performed in a timely, cost effective manner.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Minimum five years construction and project management experience in a supervisory capacity.
- Construction Management, Civil Engineering, or equivalent experience, with working knowledge of construction cost accounting, California Contract Law and construction contracts.
- Microsoft Office Suite: Word, Excel, and Projects
- Valid California Driver License
- Excellent Communication Skills
- Possess well-developed organizational and time management skills.
- Works well in a team environment; maintain confidentiality

DESIRED:

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

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment, construction locations.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, smartphone, automobile.
Essential Physical Tasks:	Communicate, remain stationary, drive to multiple locations, walk jobsites, and occasionally carry materials as needed weighing up to 30 lbs.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

1. Prepares bid packages for project bidding.
2. Recommends or selects architects, contractors and engineers for construction projects.
3. Assists pastors in selection of architects to perform design functions as needed.
4. Assists architect in interfacing with the general contractors.
5. Interfaces with architects, engineers, government agency officials, pastors and administrators to keep projects on track and moving toward scheduled completion.
6. Oversees and monitors projects for compliance with OSHA, additional government agencies and other legal requirements.
7. Facilitates fair and equitable solutions when problems arise to minimize additional costs and delays in construction.
8. Interfaces with Cemeteries Department to assure program requirements are incorporated into the construction documents.

9. Responsible for handling job and labor disputes.
10. Files and responds to court actions relating to building disputes, as necessary.
11. Confers with contractors to negotiate terms and conditions of construction contracts and purchase orders.
12. Directs, supervises and inspects construction in progress.
13. Makes regular visits to construction sites to ensure that procedures and materials comply with plans and specifications.
14. Examines workmanship of completed jobs and approves work prior to final payment to contractors.
15. Works with contractors, architects and engineers to arrange for performance of specified construction work in accordance with plans, blueprints, codes and other specifications.
16. Meets with school principals, pastors, business managers, nuns and others to review and evaluate construction needs within the Diocese.
17. Reviews all invoices pertaining to construction and maintenance projects to ensure validity prior to payment by the Diocese.
18. Supervises the construction of cemetery properties.
19. Maintains cemetery inventory based on cemetery site plans.
20. Assists and supports legal department and Risk Management for insurance related items.
21. Performs other work related tasks.