Project Manager 1 (PM1)
Austin Community College

Job Title	Project Manager 1 (PM1)
Department	Administrative
Institution	Austin Community College
	Austin, Texas
Date Posted	Apr. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5211149
Apply By Email	
Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account.

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Project Manager 1 (PM1)

Job Description Summary:
Provide professional project management support on design and construction projects for college facilities from project initiation through completion of project design, construction, and warranty phases. Projects may include new construction, fit-out of shell spaces, renovation of existing spaces, and maintenance of existing building and campus infrastructure. The Project Manager 1 (PM1) position is a recent graduate with some professional experience in the design and construction field, preferably with experience as an owner's representative in an institutional setting.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Provide support to establish specific needs and project scope requirements; evaluates

alternatives, prepares budget estimates, and obtains concurrence of initial scope of work.

- Provide support to prepares initial project scope, budget, and delivery schedule; secures project funding and procures service of design consultants or service vendors required to complete project scope of work; prepares and negotiates contracts; approves payments to vendors; ensures compliance with all applicable local ordinances, and state and federal codes and laws.
- Provide support to present and reviews proposed solutions with department representatives, design consultants, and service vendors to ensure project scope meets client's needs; reviews design progress to ensure compliance with project budget, delivery schedule, and quality requirements in accordance with College's design guidelines and construction standards.
- Provide support to direct, manage, and track the overall design and construction phases to meet the established project scope, budget and schedule; meets with local community committees and stakeholders to resolve potential problems and address concerns.
- Provide support to schedule progress coordination meetings and periodic field inspections to ensure completed work in place is acceptable and in accordance with the design intent and satisfies the client's needs and completion timeline; addresses or corrects discovered conditions to ensure continued operation, life safety, and security of the educational environment.
- Provide support to prepare reports to update project status to facilities and operations division, campus managers, district leadership, and other stakeholders, including any community committees.
- Provide support to review, suspends/rejects, or approves all services invoices and commodity procurements; monitors payment processing with other departments to ensure timely processing of vendor payments; verifies that services or commodities invoices are complete and satisfactory.
- Provides consistent, timely, and reliable communication between all project stakeholders including clients, professional service providers, College personnel, and contractors, to ensure projects are thoroughly documented and understood. Keeps track of progress and resolves issues as they arise, during all phases of projects.
- Provide support on multiple projects simultaneously and successfully within the demanding College environment.
- Provide support to coordinate and support emergency response when emergencies occur on active construction project(s), including coordination and communication between ACC, contractor, vendors, and other associated parties on projects.
- Stays current with building codes, building materials and methods, and College design guidelines and construction standards.
- May serve on committees and task forces.
- May represent department at College events.

Knowledge

- Construction management, architecture, and engineering.
- Project planning and management principles.

Skills

- Maintaining an established work schedule, with occasional nights and weekends.
- Maintaining confidentiality of work-related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Making presentations.
- Collaborating with others to reach mutually beneficial goals and objectives.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word processing, database, presentation, facility management, task management, budget reporting, and project management software.

Required Work Experience

- Work experience in project management of design and/or construction activities.

Required Education

- Associates degree in Construction Management, Construction Science, Architecture, or Engineering.

Preferred Work Experience

- Two years related work experience providing project management of design and construction activities for renovations and new construction projects.

Preferred Education

- Bachelor's degree in Construction Management, Construction Science, Architecture, or Engineering.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.
- Travel to various campus sites is required.
- Some physical exertion may be required to navigate a job site (e.g. climbing ladders, negotiating uneven terrain, etc.)

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

$55,665 - $69,582

Number of Openings:

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2

Job Posting Close Date:
May 31, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Service-Center/Project-Manager-1--PM1-_R-3788

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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