

**Capital Project Manager
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=259909>

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Posted Jul. 17, 2025, set to expire Aug. 5, 2025

Job Title Capital Project Manager
Department District Capital Projects
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jul. 17, 2025

Application Deadline 08/05/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Capital Project Manager

Community Colleges of Spokane

Location:CCS District Office Spokane

Department:District Capital Projects

Salary Range: \$77,249 - \$87,325

Starting salary for this position is: \$77,249 (Annually)

The salary range represents the earning potential for this position, through training, evaluations

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and years spent working in this position with Spokane Colleges.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 08/05/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Capital Project Manager

JOB SUMMARY

Under the general direction of the Director of Capital Construction for Spokane Colleges, this position provides leadership and oversight for the management of capital construction projects with a high degree of autonomy. The role is responsible for navigating complex project processes by exercising sound judgment, drawing on extensive experience, and aligning project execution with institutional priorities to achieve optimal outcomes. Success in this position requires timely and effective communication, exceptional organizational and analytical skills, meticulous attention to detail, a strong work ethic, and a proactive, solution-oriented approach.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Manage major and minor capital construction projects from initiation through construction completion and occupancy. Responsibilities include reconciling contractor and consultant invoices, maintaining capital project budgets, developing internal construction schedules, and preparing cost estimates for new construction, renovation, and repair projects. *
- Provide direct supervision of Capital Coordinators, including training, scheduling, evaluating, and addressing performance or disciplinary matters. Ensure compliance with classified contracts and all applicable district rules and regulations while overseeing day-to-day construction coordination, site observations, and contractor progress reporting. *

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- Assign staff to specific projects and schedule work hours; plan and facilitate training opportunities; conduct annual evaluations; establish performance expectations; and provide timely, constructive feedback to address performance or behavioral concerns effectively and professionally. *
- Serve as the primary point of contact for all project stakeholders. Act as the College's lead liaison and representative with other state agencies, designers, consultants, contractors, vendors, and internal College personnel. Coordinate and manage stakeholder reviews of project specifications and design documents. *
- Support and assist with procurement processes including solicitations, bids, and contract negotiations. Provide oversight of consultant coordination and ensure contractor and consultant performance aligns with contract requirements in collaboration with the Washington State Department of Enterprise Services (DES). *
- Prepare and submit weekly summary reports on Capital Construction projects for review by Spokane Colleges' General Services division leadership. *
- Oversee the receipt and evaluation of project closeout documentation to ensure completeness and accuracy of building system and layout records. Facilitate a smooth transition of completed projects to Facilities Maintenance staff, including support for building operations and warranty requests. *
- Ensure Capital Construction archive documentation is maintained, organized, updated, and easily accessible. This includes construction drawings and specifications, building operation and maintenance manuals, and other project-related records. *
- Contribute to the development, revision, and implementation of the colleges' design and construction standards and guidelines. *
- Model professional behavior and mutual respect in all personal and professional interactions. *
- Adhere to all district policies, procedures, and directives, as well as applicable state and federal laws, regulations, and collective bargaining agreements. *
- Support and promote the Spokane Colleges' strategic plan and perform other duties as assigned. *

* Indicates this is an essential duty.

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Resourcefulness

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- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Builds Effective Teams
- Organizational Savvy
- Instills Trust
- Self-Development

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution, or a combination of certifications and relevant experience that demonstrates the required competencies for this role.
- Proficiency in standard office software applications, including Microsoft Word, Excel, Outlook, and Adobe Acrobat.
- Strong verbal and written communication skills, with a demonstrated ability to convey information clearly and professionally.
- Ability to collect, analyze, and interpret data; develop and manage construction budgets; and accurately reconcile and allocate project funds.
- Demonstrated ability to work independently and manage responsibilities with minimal supervision.
- Willingness to promote and support the welfare and success of students in all aspects of the position.
- Understanding and support of the mission, vision, values, goals, and strategic objectives of Spokane Colleges.
- Ability to perform job duties in alignment with applicable laws, regulations, institutional goals, and the broader objectives of Spokane Colleges and the Washington Community and Technical College system.
- Demonstrated commitment to fostering a diverse, equitable, and inclusive work and learning environment.

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DESIRED QUALIFICATIONS

The following qualifications are not necessary for application but could support a candidate's success:

- Bachelor's degree in Business Administration, Construction Management, Engineering, Project Management, or a closely related field.
- Experience working within facilities management or capital construction in a higher education environment.
- Familiarity with Washington State capital improvement processes and procedures.
- Proficiency with industry-relevant software such as Bluebeam Revu, Microsoft Project, AutoCAD, Revit, or similar platforms.
- Demonstrated experience in organizational leadership, including direct supervision of staff.
- Working knowledge of basic engineering and architectural principles related to structural and systems design, construction methods and materials, building codes, and regulatory requirements.
- Ability to accurately interpret construction drawings, specifications, and related technical documentation.
- Proven ability to manage multiple complex projects simultaneously while meeting deadlines and maintaining quality outcomes.

PHYSICAL REQUIREMENTS

- Work is performed both in a normal, temperature-controlled office environment and on job sites in the field.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work may be prone to consistent interruptions and require answers to on demand questions by phone, electronically, or in person.
- This position may also require the incumbent to kneel, stoop, crouch, crawl, climb, or reach to perform required inspection and documentation of work at construction sites.
- Some exposure to fumes, dust, odors may occur; position requires ability to understand instructions and recognize hazardous materials or unsafe conditions.

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CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Valid driver's license required.
- Requires local or regional travel. If using personal vehicle, proof of driver's license and car insurance required.
- Criminal background check required.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

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Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/capital-project-manager-spokane-washington-united-states>

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Contact Information

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

Contact

District Capital Projects
Community Colleges of Spokane

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