FACILITIES PROJECT MANAGER
FACILITIES
LIBRARY 21c
(40 hours per week, Exempt)
Position # 232049601

DATE POSTED: February 04, 2020

LOCATION: 1175 Chapel Hills Drive, Colorado Springs, CO 80920

STARTING WAGE: $28.96 per hour + full benefits (for benefits information, please see: http://ppld.org/jobs/benefits)

POSITION HOURS: 40 hours per week per the following current work schedule:

Schedule: Monday – Friday 8:00 a.m. – 5:00 p.m.

NOTE: The position’s schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position’s schedule, days, times and locations at any time as the needs of the Library District change.

PROCEDURE FOR APPLICATION:
1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333 ext 6380.

CLOSING DATE: Online application materials must be received by February 20, 2020 at 9:59 p.m. MST

CONDITIONS OF EMPLOYMENT:
All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination after a job offer is extended in order to ensure that the job’s physical requirements are met.
- must understand and comply with PPLD’s drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.

As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.
Facilities Project Manager (cont.)

**POSITION SUMMARY:** Operates in a diverse environment to help fulfill the Library’s mission by managing PPLD’s capital project objectives to include but not be limited to asset preservation projects, building renovations and future new construction.

**ESSENTIAL FUNCTIONS**
*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Manages all activities to ensure facilities construction projects are accomplished on time, to contract specifications and are within budgetary constraints.
- Assists the Chief Facilities Management Officer in the planning of capital projects in coordination with PPLD staff and/or architects/consultants.
- Develops or assists in the development of project scope and budget estimates.
- Reviews architectural/consultant plans and specifications.
- Assists in the preparation of Requests for Proposals.
- Develops and maintains contractor/consultant relationships.
- Reviews bids for conformity to RFP requirements and provides recommendation for award.
- Oversees contractor/subcontractors during project execution.
- Ensures all project documentation is complete, including closeout.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**
*Duties are considered non-essential and include the following:*

- Communicates effectively with management, staff and contractor/vendors
- May participate on Library District teams.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**
- Have a proven and verifiable track record of success in managing construction project process.
- Capable of multitasking in a fast-paced environment.
- Able to manage multiple projects, tasks, issues by implementing effective time management skills
- Be proactive in identifying and solving problems that arise during projects.
- Ability to exercise sound judgement.
- Knowledge of the Pikes Peak Library District’s policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Demonstrates ability to read and understand blueprints, construction/architectural drawings and plans.
Facilities Project Manager (cont.)

- Demonstrates ability to react professionally and calmly to project maintenance, construction problems and crisis situations.
- Demonstrates excellent verbal and written communication skills.
- Maintains effective relationships with contractors, vendors, and staff at all levels.
- Demonstrates ability to effectively use applications software, including Microsoft Word, Excel, Access, and Outlook, along with standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

MINIMUM QUALIFICATIONS

- 3-5 years’ experience as a Construction Project Manager/Supervisor
- Associates degree or equivalent from a 2-year school is required; 4-year degree preferred.
- Project Management Professional Certification preferred
- Familiar with Project Management software preferred
- LEED Certification preferred

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Work is conducted in a variety of settings, including a typical office that provides comfortable lighting, temperature and air conditions. Position regularly requires working in construction or repair areas that may include noise, cleaning chemicals, or other hazards. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to reach, bend, climb, twist, squat and/or assume awkward positions. Position requires the ability to lift up to 65 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, grounds, roofs or construction sites, e.g. use of safe work place practices and/or avoidance of trips and falls and observance of fire regulations. Position also requires exposure to potential hazards, including heights, electrical and chemical hazards. Position requires working in all exterior weather conditions.