



<b>Job Title:</b> OAR I	<b>Job Type:</b> Direct Hire
<b>Location:</b> LAUSD – Los Angeles, CA	<b>Deadline to Apply:</b> Continuous
<b>Estimated Duration:</b> Until 11/30/20	<b>Job Type:</b> e-mail <a href="mailto:jobs@pacificaservices.com">jobs@pacificaservices.com</a>

### **Roles and Responsibilities**

- Manages, oversees and coordinates all facets of the pre-construction, bid and award, construction and close-out phase of all assigned projects
- Reviews pre-construction documents and submits comments to Designer as necessary
- Plans, organizes, and prepares reports to upper management with respect to the status and/or progress of the projects
- Coordinates with all pertinent public agencies during pre-construction and construction to comply with all off-site work; coordinates with various District and Project staff
- Manages both the project budget and schedule to meet the District's qualitative standards; monitors project budget on a monthly basis and ensures that the budget accurately reflects the project status/progress
- Manages daily activities of the contractor, reviews contractors' construction schedules and submittals, and coordinates responses to the contractors' inquiries thru the Requests for Clarifications (RFC) and other related documents
- Reviews substitution submittals from contractors to ensure specification and/or District requirements are complied with
- Receives, reviews, and negotiates Contractor Change Order Proposal(s) to achieve a fair & reasonable price in accordance with the General Conditions; reviews and addresses any and all Schedule impacts in accordance with the project specifications in a timely manner
- Reviews the process and monitors payments for the contractor, architects, engineers and any other pertinent parties
- Administers provisions of Professional Service Agreements between Architects and the District
- Coordinates District delivery of related fixtures, furniture and equipment
- Monitors and manages project close-out with respect to project certification with the Division of State Architects (DSA) and project financial close out
- Perform other related duties as assigned

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

## **Minimum Requirements**

### **Required Education:**

- Graduation from a recognized college or university with a bachelor's degree in Architecture, Engineering, or Construction Management
- Possession of a valid Certified Construction Manager (CCM) credential may be substituted for the required education

### **Required Experience:**

- 12 years full time paid professional experience in Project/Construction Management of Commercial and/or Public/Educational Facility Construction with full responsibility for coordinating complex projects with construction values in excess of \$20M (not cumulative)
- 5 years experience in managing projects for an educational institution or public agency

### **Additional Preferred Experience:**

- Design Build Experience
- Experience utilizing Building Information Modeling (BIM)
- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with Division of the State Architect (DSA) construction/design processes
- Safety and OSHA Safety Regulations (OSHA 30 minimum)

### **Preferred License and Certificates:**

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

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