

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Senior Manager, Construction ProjectsDepartment: Facilities Planning and ManagementTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday, 8:00am - 5:00pmSalary Schedule (Range): M-17 (\$12,327.00 - 13,551.00)Background and Rationale (use back of form if additional space is needed): The Special Projects Team handles Minor Capital Improvement, Scheduled Maintenance, Alteration, Emergency, Health and Safety, Repair, and Special Projects across the campus.A replacement of Senior Manager, Construction Projects is needed to manage the team that runs the large portfolio of these projects across the campus, without delaying current project schedules and deliverables.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). NonePlease list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.** 11000-620000-215000-659000-2100Account Number(s): ~~11000-620000-215000-659000~~ 100 % Amount \$ 225,235.00
Account Number(s): _____ % Amount \$ _____Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:1. Requesting Manager Signature [Signature]Date 5/13/20222. Division Vice President Signature [Signature]Date 05.13.20223. Chief Compliance/Budget Officer Signature [Signature]Date 05/19/224. Human Resources Signature [Signature]

Date _____

5. Vice President Human Resources [Signature]Date 5/19/22☒ Funding available ☐ Funding not available Position Number: MC9970 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO [Signature]Date 5.24.22☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Roger Sneed
Last day of employment: ~~July 1, 2022~~ 6/30/22
Reason for vacancy: Retirement
(Attach Existing Job Description)☐ Newly Funded Position Fiscal Year 22-23
☐ No Existing Job Description
(Attach Draft of New Job Description)☐ Classified ☐ Confidential
☒ Supervisory ☒ Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: General Fund

EZ Salary Projection FY 2022-23 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	17
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$225,235

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 3.7.22

SALARY SCHEDULE OF ASSIGNMENTS FOR MANAGEMENT EMPLOYEES

Monthly & Annual Rates

Range	Title	Monthly	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
4	Range 4 Monthly Salary	6,164.00	6,405.00	6,636.00	6,877.00	7,106.00	7,249.00	4	
	Range 4 Annual Salary	73,968.00	76,860.00	79,632.00	82,524.00	85,272.00	86,988.00		
No Job Classification Assigned									
5	Range 5 Monthly Salary	6,636.00	6,877.00	7,106.00	7,347.00	7,592.00	7,744.00	5	
	Range 5 Annual Salary	79,632.00	82,524.00	85,272.00	88,164.00	91,104.00	92,928.00		
Supervisor, Custodial Services									
6	Range 6 Monthly Salary	7,106.00	7,347.00	7,592.00	7,823.00	8,065.00	8,226.00	6	
	Range 6 Annual Salary	85,272.00	88,164.00	91,104.00	93,876.00	96,780.00	98,712.00		
Assistant Director, Child Development Center Assistant Director, Center of Excellence Assistant Director, Dual Enrollment Assistant Director, Writing Center Manager, Grounds									
7	Range 7 Monthly Salary	7,592.00	7,823.00	8,065.00	8,302.00	8,533.00	8,706.00	7	
	Range 7 Annual Salary	91,104.00	93,876.00	96,780.00	99,624.00	102,396.00	104,472.00		
Manager, Tutorial Services Sergeant, Police/Public Safety									
8	Range 8 Monthly Salary	8,065.00	8,302.00	8,533.00	8,779.00	9,014.00	9,194.00	8	
	Range 8 Annual Salary	96,780.00	99,624.00	102,396.00	105,348.00	108,168.00	110,328.00		
Director, Development and Alumni Relations Manager, Environmental Safety and Emergency Services Manager, Facilities Projects									
9	Range 9 Monthly Salary	8,533.00	8,779.00	9,014.00	9,245.00	9,486.00	9,676.00	9	
	Range 9 Annual Salary	102,396.00	105,348.00	108,168.00	110,940.00	113,832.00	116,112.00		
Assistant Director, Community and Contract Education Assistant Director, Student Life Director, AANAPISI Director, Basic Needs Resources Director, Grounds and Transportation Director, Rising Scholars Director, Special Program Manager, Academic Support Coordination Manager, Custodial Services Manager, Financial Aid and Special Programs Manager, Student Services									
10	Range 10 Monthly Salary	9,014.00	9,245.00	9,486.00	9,724.00	9,960.00	10,158.00	10	
	Range 10 Annual Salary	108,168.00	110,940.00	113,832.00	116,688.00	119,520.00	121,896.00		
Assistant Director, Adult Basic Education Director, Writing Center Manager, Energy Services Manager, English as a Second Language Manager, Facilities Support Services Manager, Farm Manager, Planetarium and Astronomy Observatory Center									
11	Range 11 Monthly Salary	9,486.00	9,724.00	9,960.00	10,202.00	10,432.00	10,639.00	11	
	Range 11 Annual Salary	113,832.00	116,688.00	119,520.00	122,424.00	125,184.00	127,668.00		
Director, CalWORKs Director, Child Development Center									
12	Range 12 Monthly Salary	9,960.00	10,202.00	10,432.00	10,664.00	10,895.00	11,113.00	12	
	Range 12 Annual Salary	119,520.00	122,424.00	125,184.00	127,968.00	130,740.00	133,356.00		
No Job Classification Assigned									

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
13	Range 13 Monthly Salary	10,432.00	10,664.00	10,895.00	11,151.00	11,373.00	11,600.00	13
	Range 13 Annual Salary	125,184.00	127,968.00	130,740.00	133,812.00	136,476.00	139,200.00	
	Assistant Director, Admissions and Records Assistant Director, Behavioral Health Services Assistant Director, Capital Construction Programs Assistant Director, Facilities Planning and Management Assistant Director, Financial Aid Assistant Director, Professional and Organizational Development Assistant Director, Public Safety Programs Director, Center for Black Culture and Student Success Director, Center of Excellence Director, Deaf and Hard of Hearing Services Director, EOPS and CARE Director, International Students Director, Outreach and Entry Services Director, Title V Grant Director, Transfer Center Director, TRiO Programs Manager, Noncredit Workforce Manager, Regional Adult Education Consortium							
14	Range 14 Monthly Salary	10,895.00	11,151.00	11,373.00	11,613.00	11,860.00	12,096.00	14
	Range 14 Annual Salary	130,740.00	133,812.00	136,476.00	139,356.00	142,320.00	145,152.00	
	Director, Athletics Special Events Director, Public Affairs Executive Director, Development Manager, Construction Projects Manager, Technical Services Engineering							
15	Range 15 Monthly Salary	11,373.00	11,613.00	11,860.00	12,088.00	12,327.00	12,573.00	15
	Range 15 Annual Salary	136,476.00	139,356.00	142,320.00	145,056.00	147,924.00	150,876.00	
	Assistant Director, Maintenance and Operations Deputy Chief, Police and Campus Safety Director, Accounting Director, Adult Basic Education Director, Budget and Financial Programs Director, Community and Contract Education Director, Distance Learning and Instructional Technology Director, Dual Enrollment Director, Education for Older Adults and Adults with Disabilities Programs Director, English as a Second Language and Intercultural Programs Director, Fiscal Resources Director, Grants Director, Honors Program Director, Learning Assistance Center Director, Off Campus High School Program Director, Payroll Director, Professional and Organizational Development Director, Short-Term Vocational Programs Director, Student Health Services Director, Student Life Manager, Broadcast Services Senior Facilities Planner							
16	Range 16 Monthly Salary	11,860.00	12,088.00	12,327.00	12,571.00	12,801.00	13,056.00	16
	Range 16 Annual Salary	142,320.00	145,056.00	147,924.00	150,852.00	153,612.00	156,672.00	
	Assistant Director, Academic Technology Manager, Technical Support							
17	Range 17 Monthly Salary	12,327.00	12,571.00	12,801.00	13,040.00	13,285.00	13,551.00	17
	Range 17 Annual Salary	147,924.00	150,852.00	153,612.00	156,480.00	159,420.00	162,612.00	
	Assistant Director, Enterprise Application Systems Assistant Director, Technical Services Assistant Director, Web and Portal Services Director, Career Education Director, Equal Employment Opportunity (EEO), Title IV, and Leaves Administration Director, Human Resources Operations and Employee Services Director, Information Technology Project Implementation/Fiscal Integration Director, Maintenance and Operations Director, Public Safety Programs Director, Purchasing, Printing, and Mail Services Director, Safety and Risk Management Senior Manager, Construction Projects							

SENIOR MANAGER, CONSTRUCTION PROJECTS

DEFINITION

Under general direction, provides advanced technical management of a variety of the District's largest and most complex bond funded, new facility construction projects; acts as liaison for inspection and contract administration for the design, construction, special event, and regulatory agency projects; manages all project elements including, project resources, schedule, budget, and scope; serves as liaison for contractors and stakeholders.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Facilities Planning & Management. May provide technical and functional direction to professional, support, and contracted staff on a project basis.

CLASS CHARACTERISTICS

This is an advanced experienced-level project management classification that oversees the operation and activities for District-wide new facility construction projects related to the development, implementation, contracting, and inspection of designated regulatory agency projects. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Facilities Planning & Management in a variety of areas. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other departments and outside agencies. This class is distinguished from the Director, Facilities Planning & Management in that the latter has overall management responsibility for District-wide facilities and maintenance programs, services, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes project management responsibility for designated construction, special event, and regulatory agency projects for the District's largest bond funded, new construction projects.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Confers with District departments regarding budget requests for capital improvement projects and space needs.
- Manages and administers building modification or construction contracts for District buildings and facilities from project definitions and requests for proposals through construction phase and warranty period.
- Coordinates design teams, implementation teams, contractors, engineers, estimators, and inspectors; may provide direction and supervision to others in completion of assignments.
- Confers with District departments in developing project requirements, drawings, and preliminary cost estimates for projects to be used in establishing guidelines for contract architects and engineers.
- Consults with architects and civil, structural, mechanical, and electrical engineers, as required, to coordinate the preparation of plans and specifications for new buildings and miscellaneous construction projects for construction and bidding purposes.
- Coordinates plan review by applicable building officials for building permits and coordinates with outside agencies, utilities, and others for ancillary needs for facility development.
- Coordinates approvals of materials and shop drawings; reviews and recommends change orders and progress payments on construction projects; maintains project administration files.

- Inspects or reviews construction projects in progress and upon completion to ensure that new construction and alteration work complies with plans, specifications, and codes.
- Reviews and checks progress reports and permit applications submitted by contractors for accuracy.
- Develops and implements hazardous material programs and related removal activities; organizes and directs deferred maintenance and air quality management functions; provide technical support for Southern California Edison and fire inspection projects.
- Prepares a variety of written correspondence, including cost estimates, project budgets, and operational correspondence; prepares or coordinates special research studies and comprehensive reports related to District buildings and facilities.
- Represents the department in meetings with elected officials, governmental or private sector organizations, and citizens groups.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of construction management and other types of programs and services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and the work direction of staff and contractors.
- Americans with Disabilities Act (ADA) Compliance guidelines.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Knowledge of modern construction practices and methods, as well as, public contracting law.
- Principles and practices of building design, construction, facilities operations, and real property management from concept to completion.
- Principles and practices of contract administration and construction project management.
- Principles and practices of project budget development, administration, and financial analysis.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Planning and organizing building design and construction programs.
- Analyzing construction problems, evaluating alternatives, and making sound recommendations.
- Defining projects, preparing requests for proposals, evaluating proposals and negotiating terms, and managing and administering contracts after award.
- Plan, organize, direct, and coordinate the work of assigned project personnel.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in construction management, facilities planning, engineering, construction technology, business or public administration, or a closely related field, and five (5) years of experience, which included responsibility for the design, planning, cost estimation, budget analysis, and construction of buildings and/or public facilities equivalent to the Manager, Construction Projects, and which has included managing the construction and design of progressively complex projects. Additional experience at the level described above may be substituted for the required education on a year-for-year basis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office, partially a field classification, and standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.