

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

EMPLOYMENT OPPORTUNITY

JOB TITLE: PROJECT MANAGER

LOCATION: STATEWIDE

JOB OPENING #: 5017

OVERVIEW

The Judicial Council of California is accepting applications for the position of Project Manager for the Project Management unit in the Facilities Services office.

The Project Management unit provides a broad range of services to the courts from facility planning, design and construction, renovation, facility operations management, environmental compliance and sustainability, real estate services, security, and asset management.

Incumbents exercise independent judgement with the planning, design and construction of renovation and improvement projects of all scopes and sizes. Incumbents are also responsible for budget and schedule tracking, design management, and/or project administration. Work load and count will vary based on project complexity, but generally this position will manage 12-20 projects concurrently. Today, these positions are required to manage an average of 8.6 projects per year, with an estimated value of \$5.6M approved by the Trial Court Facilities Modification Working Group. Work includes the necessary processes and procedures to develop and manage the execution of Facilities Modifications. Facilities Modifications (FM) projects include but are not limited to minor construction, tenant improvements, system and infrastructure renewal, and equipment replacement.

This position will be located in San Francisco, Sacramento, or Southern California. This is a statewide position.

RESPONSIBILITIES

- Develop detailed project scope for execution of Facilities Modification (FM) projects;
- Document scope and develop preliminary cost estimates documentation;
- Perform site inspection and project development scope of work;
- Communication on FM projects;
- Meet with court, county, contractors, and other customers to evaluate project needs and requirements;
- Coordinate and hold FM project meeting to provide project status, coordination of schedules, and deliverables;
- Develop and submit FM project reports to senior management;
- Coordinate building access and hours of service between court and county customers and FM contractors, subcontractors, and other support services;
- Develop RFP, RFQ, and RFI documents in accordance with the Judicial Council of California (JCC) contracting policy;
- Develop and manage contract selection process and document appropriate award justification;
- Manage funding allocation, project budgets, and approval for disbursement of FM funds;
- Develop individual project close-out requirements based on JCC guidelines;
- Review requirements with contractors during initial site walks and project estimating discussions.

OTHER RESPONSIBILITIES

- Attend monthly staff meetings;
- Attend training for professional development;
- Attend JCC training as required;
- Participates in local, regional or national professional conferences, speaks about courthouse topics.

MINIMUM QUALIFICATIONS

Bachelor's degree, preferably in architecture, building engineering or construction management and five (5) years of construction/project management experience and ability to travel. Additional directly related experience and/or education may be substituted on a year-for-year basis.

LICENSING AND CERTIFICATIONS – Valid driver's license, as assigned.

DESIRABLE QUALIFICATIONS

The successful candidate will have the ability to:

- Provide technical review and advice tactfully and effectively;
- Provide sustained attention to complex plans and specifications and edit the work of others;
- Write clear, concise reports and technical descriptions;
- Plan, manage, and deliver multiple projects;
- Organize own work, set priorities, and meet critical deadlines;
- Establish and maintain effective working relationships;
- Evaluate the work of consultants, contractors, and others;
- Employ computer applications to collect, analyze and communicate information; and
- Use tact and discretion in dealing with those contacted in the course of the work.

The successful candidate will have demonstrated knowledge of:

- Principles and standard practices of architecture, engineering, construction and familiarity with state and local codes pertaining to judicial branch facilities;
- The integration of functional and technical requirements related to buildings and building systems including operational comparisons;
- The relationship of architectural design to the other engineering features of buildings, including cost and operation comparisons;
- 10 years of related Project Management experience.

In addition, a Bachelor's degree in Architecture, Construction Management, Engineering, or related business major with three years' of experience in managing and directing building maintenance construction and renovation projects, or an Associate's degree in Construction Management or a related business major with five years' experience in managing and directing building construction and renovation projects as desirable.

In each case where the minimum and desirable qualifications have been met by commensurate experience, consideration will be given as to the exact nature of the work performed as verified by former supervisors, clients, consultants and or/peers.

OTHER

Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **August 14, 2019**. This position requires the submission of our official application (fully completed), a resume and a response to the supplemental question.

To complete an online application, please visit <http://www.courts.ca.gov/careers.htm> and search for JO#5017.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Judicial Council of California Human Resources at (415) 865-4260. Telecommunications Device for the Deaf 415-865-4272.

PAYMENT & BENEFITS

\$8,294 - \$10,376/ per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. Do you have a current valid California driver's license?