



PROJECT MANAGER – JOB SUMMARY

- New Season Community Development Corporation, a 501(c)(3) nonprofit organization based in Esparto, CA, seeks to engage a half-time Project Manager to oversee planning, design, permitting and construction for a new food aggregation, processing and distribution facility within an existing historic 22,000 square foot barn. Project realization is anticipated in three phases and the position will be subject to review after the first year.
- Under New Season’s direction and in high level coordination with the County of Yolo, California and other public funding agencies, the Project Manager of the Yolo County Food Hub is responsible for the delivery of architectural/construction projects with a high degree of quality within approved budget and schedule parameters. Project involves budgets between \$10,000 and \$1 million in its current phase and upwards of \$7 million (in aggregate) during subsequent phases, may involve substantial architectural impacts and may require board approval. Responsible for the direction of design and engineering professionals of multiple disciplines, requiring original needs assessment and use programming, among other skills. The PM has primary responsibility for the implementation of these projects from programming and design through project completion and warranty. Performs work with a high level of independence.
- Responsible for the design, implementation and coordination of complex technical systems, programs, or other customized construction activities within the area of expertise-
- Establishes project milestones and schedules, prepares cost estimates, functional studies, construction plans and specifications and monitors for adherence to master plans, budgets and schedules.
- The PM focuses primarily on a building renovation project the scope of which will vary in size and complexity, from single room modifications to whole building remodels and involve a-range of building uses.
- This role requires the following:
 - Specific expertise with design, contracting and installations of systems and equipment.
 - Projects are executed using fast turnaround efforts.
 - PM will work independently within a group of approximately 5-10 professionals.

- PM should have prior project management expertise via traditional professions such as engineering, architecture or landscape architecture, with experience in any design or construction-related role.

POSITION INFORMATION

Salary Range	Commensurate with experience
No. of Positions	1
Appointment Type	Career
Percentage of Time	50%
Shift Hours	To be determined (negotiable)
Location	Construction site is in Esparto, CA
Union Representation	Optional; the “prevailing wage” provisions of the California Labor Code for public funds apply.
Benefits Eligible	TBD
Apply by Date	November 15, 2022

PHYSICAL DEMANDS

- Analytical and Problem Solving - Constantly, Confidentiality - Frequently, Constant Interruptions - Frequently, Customer Contact - Frequently, Detailed Work - Constantly, Math - Occasionally, Multiple Concurrent Tasks - Frequently, Reading Blue Prints - Frequently, Reasoning - Constantly, Verbal Communication - Frequently, Written Communication - Frequently, Language - Occasionally, Reading (documents or instruments) - Constantly, Training – Occasionally
- Attendance - Constantly, Sitting - Frequently, Carrying - Occasionally, Driving - Frequently, Speaking - Frequently, Squatting, Stooping, Bending - Occasionally, Standing - Frequently, Walking - Frequently, Writing - Frequently, Talk or Hear – Frequently
- Up to 25 Pounds – Occasionally
- Close Visual Acuity (e.g., viewing a computer screen; using measurement devices) - Constantly, Distance Visual Acuity - Frequently, Color Visual Acuity – Frequently
- Loud Noise Conditions – Occasionally
- Chemicals - Occasionally, Dirt - Frequently, Fumes - Frequently, Heat/Cold – Frequently
- Telephone - Constantly, Calculator - Frequently, Cleaners - Occasionally, Computer and Peripheral Equipment - Constantly, Copier - Frequently, Machines - Occasionally, Vehicles - Frequently, Dust Mask - Occasionally, Face Shield - Occasionally, Surgical Face Mask - Occasionally, Hearing Protectors - Occasionally

WORK ENVIRONMENT

- PM may work from home except as needed for meetings, coordinating and exchanging drawings and documents for permitting, contracting, consulting, etc. Work environment will include visits to construction site and physical plant operations plus occasional meeting in employer's office.
- PM must own and be able to use their own vehicle for travel to/from meetings, etc. with employer, contractor(s), consultants, suppliers, vendors and building officials.
- Work occasional evenings and weekends as required to meet operational needs. Occasional travel. Employee is personally responsible for following and adhering to safety policies and procedures.

QUALIFICATIONS

Required:

- License to practice in at least one of the following professions: general contracting, architecture, engineering, urban design, city planning or landscape architecture.
- Bachelor's degree and / or equivalent experience / training in architecture or design. 12 years experience managing environmental design and construction projects, including responsibility for the leadership of project teams and the development and management of project budgets and schedules.
- Knowledge of architectural, engineering, and construction practices; familiarity with current California and other applicable building codes and regulations; and professional design experience to effectively direct and review the preparation of design and construction documents, review and approve contractor submittals, and to effectively resolve field problems during construction. Knowledge of current project and construction costs and experience with industry standard cost estimating systems.
- Written communication skills to prepare clear, concise, and professional reports and correspondence. Expert written, verbal, and interpersonal skills, including expert level political acumen and negotiation skills. Demonstrated experience with design and construction contracts, contract law, and construction claims procedures.
- Ideally, familiarity with (or willingness to learn) federal funding requirements, including competitive bid procedures and protocols (RFPs, etc.), reimbursement billings, regular reporting, etc.
- Financial skills to prepare, monitor, and manage detailed project budgets, evaluate independent cost estimates, and review and approve payment requests. Knowledge of spreadsheet computer software such as MS Excel. Proficient in AutoCAD software and knowledge of scheduling software, such as MS Project.

- Knowledge of typical design and construction sequences and durations necessary to prepare, monitor, and manage detailed project schedules. Advanced knowledge of the organization, including its infrastructure, rules, regulations, policies and short- and long-range strategic plans.
- Construction administration experience to monitor contractor operations for conformance to contract documents and applicable codes, review and negotiate contractor claims, oversee work of inspectors and testing agencies, and actively assist contractor and design team in the resolution of technical and procedural problems.
- Expert knowledge of design and construction, contract administration and state and local building codes, including expert understanding of industry practices or highly specialized and critical disciplines. Expert project management skills to effectively manage highly complex projects or highly specialized and critical components of projects with a significant impact on the organization. Expert knowledge in one or more complex, technical areas of construction, such as sustainability, logistics planning, food processing infrastructure or other specialty fields.
- Expert skill to apply specific technological solutions in the construction planning phase and skill in ensuring appropriate implementation and function during project construction and completion. Expert skill in building, maintaining and nurturing strong professional relationships to achieve short and long range program implementation goals. Within area of expertise, expert skill in advising and consulting with all levels of management and / or capital planning, budgeting and construction professionals.

Preferred:

- Licensed professional.
- LEED accreditation.
- OSHA certified.
- Experience preparing written procurement policies and procedures for Board review.
- Experience preparing and administering Requests for Proposals (RFPs).
- Experience evaluating and scoring subcontractor bids.
- Experience managing architectural capital projects in a rural/agricultural environment.
- Experience with a wide range of project types such as food service facilities, industrial facilities, and infrastructure.
- Demonstrated experience with federal, state and general public contracting codes and procedures.
- Experience drafting modifications to agreements in coordination with legal counsel.

SPECIAL REQUIREMENTS

Background Check

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.

Implemented a SARS-CoV-2 (COVID-19) Vaccination

Inquiries may be sent to:

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