

**PERALTA COMMUNITY COLLEGE DISTRICT – December 2021**  
**CLASSIFIED JOB DESCRIPTION**

**SR. CAPITAL PROJECTS SPECIALIST**  
**(SEIU Local 1021 Salary Range 111)**  
**Job Code: TBD**

**CLASS PURPOSE**

Under general supervision of the Director of Capital Projects, the position functions as the principal capital bond specialist and is responsible for a wide range of complex business processes related to the District's Capital Improvement Program. Responsibilities include coordination and preparation of contract management and capital projects related processes and operations. This position requires a high level of knowledge and skills related to the rules and regulations of construction projects and requires the ability to work independently with minimal supervision.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Coordinate and distribute construction sets of plans and specifications to internal and external project participants as requested.
- Provide architectural record research & document retrieval services for external and internal management.
- Monitor status of various projects to ensure continued financial viability and compliance with pertinent statutes and regulations and advise project managers on updated project budget availability.
- Assist in bid openings, requesting and evaluating quotes, and pre-qualification process for the selection of project engineers, project architects, and other vendors as required.
- Support Director, consultants, and construction team to ensure client and facility objectives are met throughout the design, construction, and project close-out process.
- Update and maintain the Capital Project Manager Policy & Procedures Manual and provide information to new managers as needed.
- Provide assistance and general training to classified Capital Projects staff, as needed
- Collect and compile statistical data.
- Research and create reports in compliance with District Auditor requirements.
- Work closely with Finance Department to establish and coordinate escrow accounts for vendors.
- Receive and verify project pay applications and invoices, review for financial accuracy, ensure compliance with Local and State policies and regulations; process and route pay applications and invoices for payment.
- Respond to all vendor payment inquires and resolve invoice and payment issues.
- Research existing vendor POs; provide status report to the Project Manager in their preparation for taking projects to board.

- Create, update, and maintain capital projects related logs, document templates and contractor spreadsheets
- Monitor escrow accounts; independently work with the bank to release retention and closeout of contractor's escrow account.
- Prepare and post public notices of construction; coordinate with departments as needed.
- Prepare Project Final Completion documents; obtain signatures from College Business Manager and the President.
- Research close-out documents; prepare and file Notices of Completions to the County for project completion.
- Assist in close out of project; ensure compliance with all Division of State Architect (DSA) reporting and close out documents.
- Monitor stop notices and receive amounts withheld on payment submittal requests.
- Verify contractor and consultant licenses with state contractor's license and ensure compliance with SB 854 and Public Works contractor registration (PWC).
- Monitor and maintain capital projects expenditure and budget data; prepare and process addendums for cost changes.
- Review and verify correct budget coding for projects.
- Create budget transfers and requisitions.
- Prepare, gather, and process construction change orders, addendums for cost increases and decreases, and contract time extensions; obtain signatures from Architects, Contractors, Engineers, and route to levels of internal managers for approval.
- Review Capital Project documentation.
- Compose and prepare correspondence, memorandum, research summaries, and other related Capital Projects materials.
- Set up, maintain, and retrieve file data related to projects, vendors, budget history, operational and fiscal trends, expenditure projections, audit recommendations, and other Capital Projects information, as required.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

1. Graduation from an accredited college or university with a major in business administration or a related field and five (5) years of responsible and professional work in facilities administration, construction, accounting, public administration; or any combination of education, training and qualifying experience that could likely provide the desired knowledge, skills, and abilities to perform the essential functions of the position.
2. Demonstrated experience in the interpretation and application of rules, regulations, codes, and policies.
3. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment.

4. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

#### **ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

#### **PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

#### **TOOLS AND EQUIPMENT USED**

- Standard Office Equipment