Job Description

Job Title:	Renovation Project Manager	**Grade:**	M
Department:	Facilities	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position has responsibility for the planning and execution of renovation projects and other small construction projects.

Characteristic Duties and Responsibilities:

1. Planning, designing, and executing multiple renovation or maintenance projects to meet program requirements, budget and time constraints.
2. Provides assurance of successful execution of projects and compliance with project specifications.
3. Coordinates projects with all impacted CPCC stakeholders.
4. Maintains close working relationship and good communications with the user group for each project.
5. Complies with procurement policies and guidelines.
6. Receives files, drawings and specifications for all projects for technical library'
7. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to the Director of Construction

Direction Given: Direct line supervision of assigned staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Engineering, Architecture or a related field and 4 years of work related experience

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. July 2012

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Knowledge, Skills, Abilities and Worker Characteristics:

Working knowledge of NC building code and Mecklenburg County Code Enforcement processes

Ability to multitask and prioritize

Excellent organizational skills

Computer literacy and ability to read and understand architectural & engineering plans and specifications

Excellent Leadership skills

Superior communication skills

Proficiency with office automation tools and facilities management systems

Working Conditions:

Moderate physical effort required – climbing, standing, bending, stooping, reaching, kneeling and routine discomfort from to moderate levels heat, cold, noise, and air pollution.

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