

## CAREER OPPORTUNITY

### PROJECT MANAGER

Plan and develop medium-to-large-scale construction projects designed to enhance student learning. Analyze plans, specifications, proposals, and construction documents to match takeoffs with quantities. Perform feasibility studies and create construction specifications with a view to ensuring environmental, cost- efficient, and student-centric designs. Prepare preconstruction estimates, requests for proposals, and preconstruction and process schedules. Interpret plans and provide oversight over construction activities throughout all stages of construction. Facilitate project administration and maintain a smooth workflow necessary to complete a successful project. Develop and apply construction contract management procedures and documents to ensure the effective and compliant implementation of contracts and construction for Public Works projects. Prepare and manage all project files including plans, permits, contracts, insurance, and supplemental information. Implement quality control measures and inspect building sites for compliance with safety codes and environmental regulations. Maintain, document, and report on all project closeout details including scope verification, cost and cost- effectiveness, overall quality of work, and any outstanding or follow-up needs or requirements for future implementation. Coordinate with and provide key support to primary stakeholders including architects, engineers, testing agencies, compliance agencies, school principals, and administrators. Attend community meetings during preconstruction and construction as needed. Supervises 1-5 Project Engineers and 1-3 Control Engineers.

**Requirements:** The position requires a Master's degree in Construction Management, Engineering Management, or a related field and two years of experience in the job offered or any engineering or construction-related position. This may be substituted with a Bachelor's degree in Construction Management, Engineering Management, or a related field and five years of experience in the job offered or any engineering or construction-related position. The position requires skills and knowledge in AutoCAD, Microsoft Office Suite (Microsoft Excel, Microsoft PowerPoint, Microsoft Projects), Bluebeam, and LEAN Methodology. Extensive travel – more than 80% of the time, more than 42 weeks per year, 4-5 days per week throughout the United States.

40 hours/week.

Salary: \$146,016.00 per year.

Job Site: Pasadena, CA

Email Resume to HPLE Inc. at [info@hple.co](mailto:info@hple.co).



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