Senior Capital Program Manager

Req#: 011845

Close Date: 7/25/2011

Applications accepted ONLINE ONLY at our Careers website: www.ksbe.edu/careers

Kamehameha Schools has a Senior Capital Program Manager position available in the Facilities Development & Support Division (FDSD) at the Kawaiha’o Plaza on O’ahu. Deadline to apply: 7/25/2011. A summary of the position requirements are listed below. View the full job description at www.ksbe.edu/careers.

Educational Requirements:

- Bachelors Degree in Engineering, Architecture, Planning, Construction, Management or other closely related field.

Minimum Qualifications:

- At least 10 years of experience directly related to capital improvements, major repairs and development, including aspects of planning, design, project and construction management. The ability to understand building and infrastructure systems, estimate construction costs, project sequencing and timing is essential.

- Knowledge of: common and statute laws, ordinances, codes, rules and regulations relative to planning design, codes, contract law, liabilities, labor and construction. Securing prices through bids or negotiations and administration of contracts.

- Ability to develop and analyze reports, maps, building plans and specifications, leases and legal documents.

- Effective oral and written communication skills to negotiate contracts, write reports, etc.

Preferred Qualifications:
• Experience in planning, design, project management and construction of educational and/or commercial assets on the behalf of an Owner or Developer.

• Licensed in the State of Hawaii as a Professional Architect or Engineer; AICP Certification in Planning; PMP Certification in Project Management.

• Leadership in Energy Efficient Design Accreditation

• Experience working in a large, multi-enterprise organization that is highly policy and procedures driven.

**Job Description:**

• Responsible for the planning, management and implementation of a portfolio of KS’ redevelopment and/or major repairs/capital improvement projects (MRCIP) each year, including the development of portfolio strategies to leverage resources and create economies of scale, as well as individual project management plans/strategies, budgets, scopes of work, business cases, schedules and spending projections.

• Manages all aspects of project planning and implementation, including planning/budgeting/pre-design, design and permitting, bidding/negotiation and construction processes, oversees internal and external resources and project teams.

• Assesses project outcomes, and supports KS annual and long-term budgeting efforts by establishing historical cost data; works with facilities managers to maintain KS’ Facilities Management plans and databases.

• Project Portfolio Development: Develops the specific management strategy for implementing a portfolio of projects each year, which may include individual projects or consolidated bundles of projects to enhance internal efficiency, create economy of scale and further KS’ interests in the competitive construction market.

• Directly manages the overall implementation of a portfolio of projects (projects that may individually range from $100K to as much as $50M per) that typically number between 10 and 25 projects, with an average total portfolio value of $20M to $30M.

• Implements portfolio and project management plans independently, and is accountable for project performance in alignment with goals, budgets, timetables, standards and policy.

• Develops proposal requests and negotiates contract fees from consulting professionals, or develops design requirements and specifications for bidding.

• Develops and directs the construction management methodology for the construction phase work, including the procurement and management of construction management and specialty consulting firms.
• Performs evaluation of consultants and contractors upon project completion, conducts overall assessment of project outcomes, collaborates with other professional staff in establishing and updating the division’s cost management databases and provides historical data on actual project costs.

• Provides support to various departments in related activities or initiatives, including technical consultation, planning initiatives, education specifications and programming, feasibility studies, and assessments of facilities and real property. Supports long-range capital planning/forecasting, and cross trains to effectively manage the organization’s Facilities Management plans and databases.

• Manages Program Alignment Risk, Financial Risk, Environmental Risk, Contract Risk, and Communications Risk as it relates to the position.

• Performs other related duties and assigned or requested.

HOW TO APPLY:

Interested applicants must apply ONLINE at our KS Careers website:  
www.ksbe.edu/careers

Search Requisition Number 011845 for full job description, & to apply for this position. *Sorry, no resumes accepted via email, mail or fax.

Kamehameha Schools is an Equal Employment Opportunity and Affirmative Action employer.