

Junior Project Manager | Occidental College | Los Angeles, CA | 07.12.17

Occidental College Facilities Management Department

Occidental College is a nationally renowned liberal arts college integrating the cultural and intellectual resources of Los Angeles.

Market Range

Job Description: Supports Interim Assistant Director of Planning, Design and Construction (PD&C) and Senior Project Manager in the solicitation and evaluation of project bids, development, reproduction, distribution and maintenance of project documentation for all alteration, improvement and construction project to all facilities, building , grounds and infrastructure, as funded through the Capital Construction, Capital Improvements, and Major Repair and Renewal (MR&R) programs. Assists in preparation of scope of work and project specifications. Helps to monitor architect, consulting engineer and construction program. Manages smaller projects and assists in field coordination.

Qualifications/Requirements:

- Bachelor's degree in construction management, architecture, engineering or related field with significant emphasis on project and/or construction management is preferred.
- Equivalent level of experience may be substituted for education level. Solid communication skills required.
- CAD skills are preferred.
- Basic understanding of database programs such as Microsoft Office required.
- Knowledge of L.A. City and California Building Codes preferred.
- 1-5 years previous experience in architecture, engineering, construction, or a related field highly desired.

Contact Information

Name: Joe O'Hara

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In addition to the email listed here please also simultaneously send resumes to resumes@oxy.edu