

Job Opportunity



Competitive

Position: Project Manager

Job Vacancy Notice#: RC-18-05

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 31 May 2005

Closing Date: Open Until Filled
1st Cut-Off Date 10 June 2005

Area of Consideration: All Sources

Brief Description of Major Duties: The Project Manager will be responsible for overseeing projects from the completion of design through the completion of construction and final occupancy. Duties include reviewing and maintaining project budgets, managing design and permit approval process, monitoring project progress and performing on site inspections to insure time tables and quality standards are met, construction phase management, and working strategically with architects, contractors, church staff and vendors to insure smooth and timely progress toward project completion. Responsible for overseeing and managing the design and construction activities throughout the development process. Has day-to-day, on-site responsibility to ensure construction meets standards and time frames within cost estimates. Manage the design team to maintain information flow and construction document submittal schedule. Manage permitting process to obtain necessary approvals prior to construction. Manage the contractor in order to achieve on budget and on time delivery. Develop budgets and provide cost estimates for church furnished items. Demonstrated proficiency in these areas: estimating, scheduling, budgeting/cost control, field supervision, financial reporting and safety/insurance. Possess working knowledge of all projects plans, specifications, contracts, subcontracts, purchase orders, daily correspondence, shop drawings, submittals and all other project related documents.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Bachelor's degree in Architecture, Engineering or Construction Management with a minimum of 8 years of relevant experience. Ability to comprehend complex construction drawings and legal documents, and capable of reviewing documents to ensure conformity to companies construction standards. Skill at tracking and analyzing construction costs in order to meet pro-forma objectives and recommend budgetary adjustments as appropriate. Building Management experience is preferred but not required. Must be available to work varying and flexible hours, including evening hours as necessary. Must be proficient with Microsoft Office software including Excel, Word and Project. Knowledge of other construction tracking, reporting and estimating software is helpful. Must be highly trustworthy and able to handle confidential and sensitive information appropriately. Must possess excellent interpersonal skills and have the ability to communicate effectively with all levels of internal and external customers and contractors both verbally and in writing. Qualified candidates must possess exemplary leadership skills and be highly motivated and able to work with minimum supervision in a multi-task, dynamic, team environment. Must possess strong quantitative, problem-solving skills and time-management skills. Ability to recognize and maintain confidentiality as appropriate. Signed acknowledgement of The Rock Church's Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of The Rock Church (or willing to transfer membership to The Rock Church).

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, the Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply: visit the website at www.therocksandiego.org to download the application; mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.