

<b>Job Title</b>	Project Manager
<b>PVN ID</b>	LA-2406-006313
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$140,000.00 - \$175,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 15, 2024 (Or Until Filled)

## General Description

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LaGuardia Community College/CUNY is seeking a Project Manager to oversee the development of the Cohen Career Collective, a new facility that requires the renovation of approximately 160,000 square feet of vacant industrial space in one of the college's four buildings.

The Cohen Career Collective will be a state-of-the-art workforce training center at LaGuardia Community College. Made possible by a historic gift of \$116.2 million from the Steven & Alexandra Cohen Foundation, the 160,000 square-foot facility in Long Island City, Queens, will ensure the economic mobility of New Yorkers while providing skilled workers for local employers. The Cohen Career Collective will include specialized shops, labs, and classrooms for hands-on instruction and training. It will also have quiet study areas, student meeting rooms, a Career Services Center, computer labs, a lecture hall, storage areas for equipment and materials, restrooms, locker rooms, mechanical rooms, electrical/data closets, and a Student Welcome Center.

Education and training programs at the Cohen Career Collective will lead to associate degrees, industry certifications, and other credentials valued by New York City employers in high-demand sectors, including Healthcare, Construction, Technology, Culinary & Hospitality, Green Jobs, and Film and Television. Comprehensive student support services, such as career advising, preparation for job interviews, job placement, childcare, and financial literacy training, will be available. In addition to career and technical training, the Cohen Career Collective will provide English as a Second Language (ESL) classes for foreign-born students who need to improve their English before taking vocational programs. High-school equivalency classes will be offered to ensure that trainees obtain their GEDs. Construction of the facility is anticipated to be completed by January 2029.

### **Duties and Responsibilities**

Reporting to the College President and Senior Vice President of Administration and Finance, the Project Manager will oversee the development of the Cohen Career Collective. Responsibilities may include, but are not limited to:

- Serve as the liaison between college leadership and key project stakeholders.

- Establish project governance/decision-making structure and procedures.
- Develop and issue RFPs, manage solicitation of bids, and lead procurement of and contracting for project consultants and contractors.
- Establish insurance and indemnification policies and procedures.
- Coordinate with government agencies, including CUNY, DASNY, and NYC DOB, architects, engineers, expeditors, construction managers, contractors, subcontractors, owner's reps, and others to ensure project objectives are met on time and within budget.
- Provide proactive oversight to minimize change orders and ensure that construction is undertaken properly and within agreed-upon budget and timelines.
- Work closely with LaGuardia administrators to minimize disruption to academic and administrative operations of the college.
- Oversee project budget, expense management, and financial reporting.
- Provide regular progress reports to college leadership and stakeholders, including, as needed, budget updates, construction schedules, and other milestones of project delivery.
- Review, verify, and approve contractor progress billings.
- Provide cash flow forecasting and processing of payment requests.
- Review commissioning, quality assurance, and quality control in collaboration with the college's Facilities Management team.
- Coordinate site tours as needed for project constituents and end users (managers and faculty of training and education programs to be located in the facility, employer partners, local elected officials, et al.).
- Manage project-related documents, including contracts, insurance, budgets, construction documents, change order logs, weekly status reports, project meeting minutes, etc.
- Facilitate field visits and construction document reviews in anticipation of substantial completion and start-up operation.

## About LaGuardia Community College

LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than 60 associate degree and certificate programs. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce.

In 2022, LaGuardia served over 23,000 students in pre-college, associate degree, and continuing education programs. More than one-third of LaGuardia students are foreign-born. They come from 130 countries and speak 54 heritage languages. More than half (54 percent) are first-generation college students. Virtually all students are ethnic minorities (88 percent), 57 percent are women, 29 percent are over the age of 25. Forty-eight percent of LaGuardia students are Hispanic, almost double the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Seventy-three percent of LaGuardia students receive some form of government financial aid.

## Other Duties

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- Perform other duties as assigned.

## Qualifications

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- Education: Bachelor's degree in construction management or architecture or engineering preferred.
  - 10+ years relevant work experience in construction/project management.
  - Experience with construction contract administration.
  - Experience with Prevailing Wage and/or PLA requirements of public work projects.
  - Knowledge of relevant construction practices.
  - Experience in managing projects with multiple stakeholders.
  - Excellent verbal and written communication skills.
  - Strong proficiency in Excel, MS Word, MS Project, PowerPoint, Outlook, and other relevant information platforms and systems.