



Position: Project Manager/Owner's Representative – LOS ANGELES, CA RESIDENTS ONLY

We are seeking a Project Manager to be critical team member of our highly-innovated Owner's Representative team in the L.A., California area. Duties will include managing and coordinating all facets of the pre-construction, bid and award, and construction of all assigned projects. This will include reviews of pre-construction documents and submitting comments to the design team as well as the close-out phase. Candidates will strongly demonstrate planning, organizing, and preparation of reports to upper management with respect to the status and/or progress of projects. Candidates will coordinate with all pertinent public agencies during pre-construction and construction to comply with all off-site work; coordination with various Owner and Project staff. He/she will manage both the project budget and schedules to meet the Owner's qualitative standards; ensure that the budget accurately reflects the project status/progress. In addition, the candidate will oversee daily activities of the contractor, review contractors' construction schedules and submittals, and coordinate responses to the contractors' inquiries thru the Requests for Clarifications (RFC) and other related documents. Other duties may include and are not limited to:

- Review substitution submittals from contractors to ensure specification and/or Owner requirements are complied with
- Receive, review, and negotiate Contractor Change Order Proposal(s) to achieve a fair and reasonable price in accordance with the General Conditions; review and address all Schedule impacts in accordance with the project specifications in a timely manner
- Review the process and monitors payments for the contractor, architects, engineers, and any other pertinent parties
- Administer provisions of Professional Service Agreements between Architects and the Owner
- Coordinate Owner delivery of related fixtures, furniture, and equipment

MOCA Systems, Inc. provides innovative program and construction management services to clients around the world using MOCA's advanced technology. Established in 1999, MOCA is a leading owner's representative firm providing program and project management services nationally. We embrace a vision to help our clients transform the way their complex projects are planned, designed, built, and managed.

Qualifications you will have if you are a great candidate:

Required:

- 12 plus years' full time paid professional experience in Project/Construction Management of Commercial and/or Public/Educational Facility Construction with full responsibility for coordinating complex projects with construction values more than \$30M
- Experience in managing multiple projects concurrently; proficiency in managing construction on active educational Facilities
- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management
- Possession of a valid Certified Construction Manager (CCM) credential may be substituted for the required education

Preferred:

- Experience utilizing Building Information Modeling (BIM)
- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the

- Collaborative for High Performing Schools (CHPS)
- Experience in Formal Construction Partnering
- Experience with Division of the State Architect (DSA) construction/design processes
- Safety and OSHA Safety Regulations
- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

At a minimum, the candidate's professional resume must include the following:

- Los Angeles, CA residency - ONLY
- List of all Educational Achievements
- List of all Professional Licenses or Certificates
- List of Awards received
- Detailed Employment History with each company or government agency including:
 - Name & contact information of the firm or agency
 - Start date and end date (Month/Year)
 - Positions held
 - List of Projects/Programs managed including project value, location of assignment, roles and responsibilities and contribution to each project

Please visit our website www.moca-pm.com for more information about career opportunities at MOCA Systems. For immediate consideration, please send Resume, Cover Letter and Salary History Requirements to Resumes@mocasystems.com.