

Project Manager / Senior Project Manager

TBK Construction Management is hiring a Project Manager or Senior Project Manager to help lead the California TK-12 bond programs we manage, from early planning and preconstruction through construction and closeout. The classrooms, gyms, and building systems you help deliver are used by students and teachers every day.

Location: In person, based in Campbell, CA, with travel to district sites across the Bay Area.

WHAT YOU'LL DO

With support from TBK leadership, you'll manage a portfolio of bond projects at once, from shaping scope and budgets with the District to leading the people who design and build them. Projects range from \$150K to more than \$150M, so no two years look the same.

- **Planning.** Work with district leadership to define project scope, budgets, and schedules that fit the bond program and the District's facilities priorities.
- **Preconstruction.** Lead design teams through programming, design reviews, cost and constructability reviews, and DSA approval.
- **Procurement.** Guide bidding and contracting under lease-leaseback, design-bid-build, and other public delivery methods.
- **People.** Manage architects, engineers, consultants, contractors, and inspectors, and bring district staff and site leaders into decisions at the right time.
- **Construction.** Ensure projects are delivered on time, review and negotiate change orders, coordinate work with active school campuses, and communicate impacts with staff.
- **Budget and risk.** Track budgets, schedules, and contingency; identify risks early and resolve issues before they affect the project.
- **Communication.** Present regular updates to district staff and Boards of Trustees, including occasional evening board meetings, and serve as the District's day-to-day point of contact.

ABOUT TBK

TBK serves as a school district's de facto construction department. Districts typically hire us to run their entire bond program from the beginning, so our project managers see projects from planning through closeout rather than one phase at a time.

As a local, boutique firm, TBK takes on only a few clients at a time. Rather than layering multiple tiers of staff onto a district, we give each program a small, experienced team that owns the work and answers directly to the District.

Unlike most of the industry, TK-12 bond programs aren't a side gig for us; they're all we do.

WHAT YOU BRING

We'll consider candidates at either level; the title depends on experience and the scope you're ready to own.

LEVEL	EXPERIENCE	SCOPE
Project Manager	5+ years in construction management, general contracting, or architecture	Manages projects within a bond program with direct support from Sr. Project Managers or the Executive VP
Senior Project Manager	8+ years, including public TK-14 projects	Leads school bond programs with greater independence and support from the Executive VP; mentors project managers and engineers

FOR BOTH LEVELS

- Strong knowledge of design and construction processes; public TK-14 and DSA experience preferred.
- Outstanding communication, organization, and problem-solving skills are vital.
- Excellent presentation skills, specifically in public settings.
- A self-starter who takes initiative and follows through.
- Bachelor's degree in Construction Management, Architecture, Engineering, or a related field preferred.
- Because our work takes place on public school campuses, all employees must pass a background check.
- Valid California driver's license and reliable transportation for site visits.

WHY TBK

- **Real ownership.** As a small firm, your work is visible and your judgment matters; you'll work directly with TBK leadership and district decision-makers.
- **Room to grow.** TBK is growing, and we promote from within as programs expand.
- **Work-life balance.** A genuine commitment, not a slogan, for every employee.
- **Competitive compensation.** Highly competitive base salary; three weeks of paid time off, plus sick and holiday time; comprehensive medical, dental, and vision coverage; 401(k) plan with company contribution; monthly stipend for vehicle and phone usage; and periodic cash bonuses based on performance.

HOW TO APPLY

Send your resume and a brief introduction to Ryan Holman, Executive Vice President, at ryan@tbkcm.com.

TBK is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other legally protected status.