

BUILDING PROJECT MANAGEMENT SPECIALIST

NATURE OR WORK: Under general supervision, performs technical work related to capital construction and other projects in the General Services Division. Plans, develops, schedules and monitors small, less complex building construction, maintenance and renovation projects. Manages all phases of project from planning and development to project completion. Conducts on-site inspections of contracted construction work sites to assure conformity to plans, specifications, costs and project schedules. May use Computer Aided Drafting and Design (CADD) software to prepare project drawings, sketches or building designs and specifications for construction or renovation projects. Work is performed in office and field settings. Maintains library of plans, specifications and schematics for staff reference. Some statewide travel is required. Performs related work as required.

EXAMPLES OF WORK PERFORMED

Consults with user agencies and division staff to define project scope; makes recommendations on alternative designs for cost effectiveness; develops project management plans.

Reviews construction plans and specifications with division engineering and technical staff; assures the timely completion of all technical reviews, permit applications, surveys and regulatory reviews.

Monitors and reviews projects through all phases; assures that projects are designed and constructed in accordance with cost estimates, specifications and time schedules and other contract requirements; conducts regular meetings with contractors, engineering and consultants to resolve project issues and problems.

Conducts on-site inspections of projects to observe compliance with contract provisions and that sites meet safety and environmental regulations.

Prepares regular reports on project status; maintains project records and documentation.

Serves as contact person for contractors, consultants, suppliers and regulatory agencies to resolve problems; reviews requisitions for payment and change orders and recommends for approval as appropriate.

Maintains a library of floor plans, specifications and drawings for General Services Division buildings and grounds.

BUILDING PROJECT MANAGEMENT SPECIALIST (CONT'D)**EXAMPLES OF WORK PERFORMED (cont'd)**

May use Computer Aided Drafting and Design (CADD) software to draft preliminary and final construction plans; prepares cross section drawings of buildings or facilities showing construction features; prepares final plans with proper finish symbols.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of building construction.

Knowledge of the federal and state occupational safety and environmental regulations related to building construction and renovation.

Knowledge of construction costs, materials and time periods for project design and construction phases.

Knowledge of Computer Aided Drafting and Design (CADD) applications and methods.

Ability to read and interpret building construction plans and drawings and to read construction project contracts.

Ability to use computer-based data systems and office automation software.

Ability to use Computer Aided Drafting and Design (CADD) software to draft preliminary and final construction plans.

Ability to communicate effectively with contractors, engineering personnel, public officials; to negotiate resolution of problems and conflicting project demands.

Ability to establish and maintain effective working relationships with user agencies, contractors, consultants, technical staff and the public.

MINIMUM QUALIFICATIONS

Training: Bachelor's degree in architecture, landscape architecture, engineering or engineering technology from a regionally accredited four year college or university.

OR

Training: Associate degree from a regionally accredited four year college or university in engineering technology or building construction.

Experience: Two years of full-time or equivalent part-time paid experience in building construction which included some project management responsibility.

OR

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BUILDING PROJECT MANAGEMENT SPECIALIST (CONT'D)

MINIMUM QUALIFICATIONS (cont'd)

Training: High school diploma or equivalent.

Experience: Six years of full-time or equivalent part-time paid experience in commercial building construction, including three years in commercial building project management involving interpretation of building schematics and blueprints, project cost estimation, contract compliance and project time estimation.

Established: 6/15/06

Revised: 5/21/08

Effective: 5/21/08