

CONSTRUCTION PROJECT MANAGER

NATURE OF WORK: Under general supervision, plans, develops, schedules and monitors construction projects for either the General Services Division, Water Development Authority or Division of Corrections. In the General Services Division, incumbents will manage/coordinate major new construction, maintenance and renovation projects for buildings, facilities, operational and plant components. In the Water Development Authority, incumbents will manage/coordinate projects involving the development of infrastructure systems for Local Government Agencies (LGAs). In the Division of Corrections, incumbent will manage new construction, building renovations, additions and maintenance for all facilities. Responsible for management of all phases of the project from planning and development phases through project completion. Simultaneously manages multiple and on-going projects. Oversees the development of project definition and scope; determines maximum cost effectiveness among alternatives; plans, maintains and adjusts project schedules; determines the engineering and technical services needed and assures that all necessary technical reviews are completed. Ensures projects are compliant with applicable state and federal program requirements. Represents the agency at public meetings, hearings or discussions with public officials or other state and federal agencies. Work is performed in office and field settings. For the General Services Division and Division of Corrections, statewide travel may be required; for the Water Development Authority, frequent statewide travel is required. Performs related work as required.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

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

Develops and approves project schedules; revises schedules as needed.

Reviews construction plans and specifications with engineering and technical staff; determines the nature of technical services needed in support of project; assures the timely completion of all technical reviews, permit applications, surveys and regulatory reviews.

Prepares or oversees the preparation of proposal requests; participates in bidding process according to regulations and procedures, as necessary.

Monitors and reviews projects through all phases; ensures that all project steps are followed and completed.

Write complex specifications and design drawings for projects.

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 consultant groups 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 or oversees the preparation of regular and special reports on project status; maintains or oversees the maintenance of project records, documentation and reports.

Serves as contact person for contractors, consultants, suppliers and regulatory agencies to resolve problems; evaluates and approves requisition for payment and change orders.

Submits financial documents as required by applicable state and federal programs (Water Development Authority).

Reviews initial and revised IJDC applications to check for correctness and distributes applications to appropriate agencies for technical review (Water Development Authority).

Meets with agencies, public service districts, municipalities, towns, etc. to keep interested parties informed and to assist in maintaining project schedules (Water Development Authority).

May testify in litigation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of construction project management.

Knowledge of the principles and practices of infrastructure development and construction.

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

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

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

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

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

Ability to prepare building construction project plans and work schedules.

Ability to establish and maintain effective working relationships with user agencies/LGAs, project engineers, contractors, consultants, technical staff, attorneys, and others.

MINIMUM QUALIFICATIONS:

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

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

OR

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

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

OR

Training: High school graduation or equivalent.

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

FOR WATER DEVELOPMENT AUTHORITY:

Training: Bachelor's degree from a regionally accredited four-year college or university. Preference may be shown to applicants possessing a bachelor's degree in an engineering discipline.

Substitution: Experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid experience in infrastructure construction, including two years in infrastructure project management involving interpretation of blueprints, project cost estimation, contract compliance and project time estimation.

Established: 6/15/06

Title Change: 11/12/09

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