

CLASSIFICATION SPECIFICATION

Construction Project Manager

FT/PT Class Code: 6011, 6511 Pay Grade: B/C 15 FLSA: Non-Exempt Est. 02/21/11

SUMMARY STATEMENT: An incumbent coordinates the planning, design, and construction stages between architects, consulting engineers, construction managers, planners, and other professionals involved in the construction and renovation of campus buildings, structures, facilities and facility systems such as electrical, plumbing and heating systems.

NATURE AND SCOPE:

An incumbent reports to the Director of Administrative Services and oversees the planning, design, and construction processes of special campus facility and grounds projects. An incumbent serves as the campus liaison between consultants, contractors, regulatory/permitting agencies and external funding sources and ensures that relevant grant and administrative requirements of assigned projects are followed.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides technical assistance in defining and determining the feasibility of construction and renovation projects. Discusses campus needs with the Director of Administrative Services and/or the Vice President and Campus Director and defines the scope of the project(s), including researching relevant background, code requirements, specifications, procurement guidelines, etc.
2. Coordinates and oversees campus construction projects to ensure compliance with state laws, department and division policies and procedures. Maintains oversight of subcontractors and equipment installation as well as construction/renovations. Conducts site inspections to determine contractual compliance and to ensure safety and conformance to project plans and standards.
3. Meets with public regulatory officials regarding environmental and/or permitting requirements as needed and conducts site inspections to determine contractual compliance.
4. Serves as the campus liaison between consultants and contractors and meets with them to discuss and review plans. Ensures project schedules are adhered to and resolves on-site problems.
5. Develops project specifications, drawings, cost estimates, etc. for assigned projects.
6. May select and recommend approval of professional services (contractors). May oversee contract bidding to ensure compliance with contractual requirements and state bidding laws.
7. Reviews, approves and coordinates payment of services and change orders.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles, practices, methods and techniques of buildings, facilities and structural construction and project planning and administration.
- ◇ Knowledge of contract writing, negotiating and specification writing.
- ◇ Knowledge of procurement guidelines.
- ◇ Knowledge of cost estimating practices and techniques.
- ◇ Knowledge of applicable laws, rules, regulations, codes, and standards.
- ◇ Knowledge of College budgetary cycle and fiscal policies.
- ◇ Knowledge of contract administration which includes overseeing the development and negotiation of contracts and bid specifications, managing bid openings, and awarding and executing contracts.
- ◇ Knowledge of schematics, blueprint design and interpretation.
- ◇ Knowledge of cost analysis techniques, methods of time estimation and appropriate recordkeeping.
- ◇ Knowledge of the principles and practices of supervision and of budget preparation.
- ◇ Skill in interpreting contracts, blueprints, and schematics.
- ◇ Skill in negotiating professional service contracts.
- ◇ Skill in problem solving and decision making.
- ◇ Skill in prioritizing multiple project responsibilities effectively.
- ◇ Ability to plan, coordinate, schedule and oversee construction projects, including performing on-site inspections.
- ◇ Ability to understand, interpret and apply applicable laws, rules, regulations, codes and standards.
- ◇ Ability to provide technical assistance to aid grant development process.
- ◇ Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and five (5) years of relevant experience to include experience in construction project management; or other equivalent combination of education and experience.