



CONSTRUCTION PROJECT MANAGER 1

Department: Facilities Management
Job Class #: 407300
Pay Range: Professional 05

FLSA: Non-exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is entry-level capital project work involving facility design and construction coordination for the Facilities Management Department. Under the direction of Construction Project Managers, work involves coordinating various aspects of a variety of capital projects, and includes monitoring the design and construction process of capital and general funded projects throughout the County.

ESSENTIAL FUNCTIONS:

- Assist with defining project design requirements; participate in meetings; gather information on essential aspects and desired features of new buildings and remodeling projects.
- Research various building program requirements; analyze and consolidate information for presentation.
- Assist the Construction Project Managers by independently reviewing design and construction drawings and specifications for errors, omissions and inconsistencies and compliance with County standards.
- Develop and update meaningful databases to forecast, record, and track costs; assist higher level Construction Project Managers with approving construction change orders.
- Assist with reviewing bid responses with Construction Project Managers for compliance with bid requirements, pricing, experience, and ability to complete the project; participate in making recommendations for contract awards.
- Assist with administering contracts with consultants and contractors on assigned projects; review and approve billings for payment; assist higher level Construction Project Managers with negotiating and finalizing construction change orders.
- Prepare drawings and specifications for projects designed in-house.
- Assist with developing project schedules, tracking project and contractor progress, and reviewing contractor prepared schedules for accuracy and compliance with project requirements.
- Write articles for publication on status of projects.
- Develop advertisements for publications of Calls for Bids in local newspapers and trade publications.
- Review, identify and recommend selection of furnishings and equipment.
- Prepare requests for proposals and coordinate the selection of consultants.
- Coordinate project permitting with appropriate agencies and provide project interface with these agencies throughout the construction process.
- Design and draw solutions to various space planning issues.
- Review architectural product submittals for compliance with specifications during design; assist in determining design issues and solutions to these issues.
- Coordinate building transitions and moving activities.

CONSTRUCTION PROJECT MANAGER 1

Classification Description - Pierce County

Page 2

ESSENTIAL FUNCTIONS: (continued)

- Work with higher level Construction Project Managers to act as liaison with the public and County to brief and educate them on design and construction projects; answer questions, concerns, and complaints as they relate to capital funds projects.
- Assist in the review of as-built drawings, Operation & Maintenance manuals and other project documentation, and assist with the closeout and acceptance of projects and contracts.
- Represent the department at various meetings and events.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed with general guidance and direction from Construction Project Managers and general supervision by an administrative superior.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The position works primarily in an office environment on a daily basis. Travel to various work sites and/or meeting locations will be required. Work is subject to frequent interruptions and normal office noise as well as construction site noise while in the field.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, walking, talking, seeing, and hearing. While evaluating construction sites, the position will be in a "hard hat" environment which may require walking on uneven/unpaved ground walking on roofs; climbing ladders; bending/stooping; pushing/pulling; and minimal lifting. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern principles and practices of design and construction.
- Federal, State and County industrial safety laws, codes and regulations; International Building Code and other applicable codes and standards.
- Modern principles of drafting and design, including AutoCAD.
- Basic arithmetic and mathematical procedures.

Skill in:

- Reading and understanding architectural and engineering documents and drawings.
- Coordinating capital construction projects.
- Computer skills including word processing, spreadsheets and construction projects scheduling software.

CONSTRUCTION PROJECT MANAGER 1

Classification Description - Pierce County

Page 3

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to:

- Prepare reports and correspondence.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively listen and communicate with building users, subordinates, contractors, engineers, architects and other county employees.
- Work under pressure, multitask and meet multiple deadlines.
- Maintain accurate records, such as work performed, hours worked and related bookkeeping assignments.
- Effectively plan and organize work of other employees with or without supervision.
- Read and understand blueprints and project specifications.
- Maintain accurate logs of construction and inspection reports and prepare progress reports.
- Establish and maintain effective working relationships with co-workers, other departments, architects, engineers, contractors and the general public.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Meet the travel requirements of the position.
- Physically perform the essential job functions.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in architecture, engineering, construction management or related field and one or more years experience related to the position is required. Additional education or experience may substitute for the recruiting requirements. Knowledge of and experience with AutoCAD drafting is highly desirable.

SPECIAL REQUIREMENTS: A valid Washington State driver's license may be required when travel is required of the position. Ability to pass a Washington State background check is also required.