



CONSTRUCTION PROJECT MANAGER 2

Department: Facilities Management
Job Class #: 407400
Pay Range: Professional 07

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 responsible construction management work performed for the Facilities Management Department. An employee in this classification is responsible to perform skilled planning and project management tasks relating to the construction of building projects.

SERIES CONCEPT: The Construction Project Manager 2 is the second level in the series. Work in this class is distinguished from the Construction Project Manager 1 level by performing assignments with greater use of independent judgment and decision-making responsibilities.

ESSENTIAL FUNCTIONS:

- Solicit quotations and proposals from contractors and subcontractors.
- Develop requests for proposals, bids, and contracts; provide management oversight of contracts to ensure compliance with licensing, permits, and insurance requirements.
- Perform full range of planning and project management tasks relating to the construction of small building projects and components of large building projects.
- Establish and/or administer guidelines for competitive bidding, administration, and termination of contracts, agreements, and other forms of contractual instruments into which the department may enter.
- Assist in the preparation of contracts for design, construction and/or maintenance work.
- Resolve contract disputes and protests.
- Assist in the development and monitoring of budgets and contract expenditures; review and process monthly progress payment estimates on contractor completed work.
- Oversee field activities of all phases and elements of a variety of projects to ensure contract specifications are met.
- Observe and inspect work in progress to ensure proper procedures are utilized and project specifications are fulfilled.
- Participate in facility assessments.
- Develop complex cost estimates relative to all areas of facility construction and repair, i.e. site development, structural, mechanical, electrical, etc.
- Participate with architects, facility users, building maintenance staff, and other project managers to solve problems throughout project development and completion.
- Act as liaison with other departments, contractors, and regulatory agencies.
- Communicate with building tenants, user departments, and the public relative to project status.
- Oversee development and ongoing maintenance of CAD system database.
- Assist in developing and maintaining records and reporting systems per County, State, and Federal guidelines and provide for proper quality control.
- Administer and participate in developing/revising processes and procedures relative to contract/project management.
- 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

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the position.

ESSENTIAL FUNCTIONS: (continued)

- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS

- Prepare drawings and specifications for projects designed in-house.
- Design and draw solutions to various space planning issues.
- Perform other related job tasks as necessary.

SUPERVISION EXERCISED AND RECEIVED: Assignments are performed independently under general direction, with the employee expected to plan and carry out work assignments independently after objectives, priorities and deadlines have been defined. Work is reviewed by supervisory or management staff through products produced, reports, observation and results achieved. This position may be required to oversee staff performing related construction activities.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and out in the field at various construction sites or contractor or agency offices. Incumbents are required to work at a desk or other work station for prolonged periods. Working in inclement weather is required occasionally; and constant attention to detail is required.

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:

- Federal, State, and County industrial safety laws, codes and regulations; International Building Code and other applicable codes and standards.
- Construction methods.
- And experience in managing construction bid advertising and bid awards in conformance with state law.

Ability to:

- Work effectively with architects, engineers and construction contractors.
- Communicate clearly and effectively orally and in writing as related to construction projects and issues.
- Analyze large complex and detailed construction drawings and interpret construction schedules, bids and supporting financial data.
- Effectively deal with extremely complex, difficult problems or customer complaints and provide satisfactory solutions.
- Be an effective listener and communicator when dealing with building users, subordinates and other County employees.

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- Maintain accurate logs of construction and inspection reports and prepare progress reports.
- Plan, direct, and evaluate the work of others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major coursework in business/public administration, construction management, engineering, architecture or related field and three or more years experience related to the position is required. Additional education or experience may substitute for the recruiting requirements. I.C.C. Certification in Building Code Inspection or equivalent is desirable.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: 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.