



## CONSTRUCTION PROJECT MANAGER 3

**Department: Facilities Management**

**Job Class #: 407600**

**Pay Range: Professional 10**

**FLSA: 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 highly professional construction management work performed for the Facilities Management Department. An employee in this class is responsible for performing highly skilled planning and project management tasks related to the construction of major building projects.

**SERIES CONCEPT:** The Construction Project Manager 3 is the highest level in the series. Work in this class is distinguished from lower level positions by performing the most complex assignments with the highest level of independent judgment and decision-making responsibilities.

### **ESSENTIAL FUNCTIONS:**

- Lead, facilitate, and plan project management tasks related to the construction and remodel of major building projects.
- Participate with consultants (e.g., architects, engineers, planners, designers, etc.), facility users, County and building maintenance staff, and other project managers to solve facility problems throughout the design and construction processes.
- Proactively communicate with building tenants, user departments, and the public regarding overall project status and problems which arise during construction.
- Present project status reports to the Public, County Council, Executive staff and others in a professional manner.
- Review plans and specifications in order to conform to all design elements, construction details, use of proper materials and operating performance requirements. Discuss problems with consultants.
- Oversee field inspection of all phases and elements of construction projects to ensure bid specifications are met. Confer with other inspectors and contractors regarding changes in design or methods. Negotiate and resolve differences in procedure to ensure timely adherence to construction completion.
- Assist in hiring and selection process. Assist in training and orienting staff on criteria and standards of selection.
- Participate in the review and evaluation of subordinate employee job performance.
- Negotiate and prepare contracts for design and construction.
- Prepare and process construction change orders and negotiates costs with contractors. Ensure contract is completed within budget as specified.
- Solicit quotations and proposals from contractors and consultants.
- Develop requests for proposals, bids, and contracts; provides management oversight of contracts to ensure compliance with licensing, permits, and insurance requirements.
- 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 development and monitoring of budgets and contract expenditures. Review and process monthly progress payment estimates on consultant and contractor completed work.

### **ESSENTIAL FUNCTIONS: (continued)**

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- Develop complex cost estimates relative to all areas of facility construction, i.e. site development, structural, mechanical, electrical, etc.
- Develop and maintain complex, detailed project schedules utilizing Microsoft Project or other similar computer software.
- Develop and maintain overall project schedules, and coordinate consultant and contractor design and construction schedules and prioritize multiple, concurrent projects effectively to ensure that they integrate with County schedules.
- Regularly report and provide project status updates to County staff and the public, through written, verbal and web-based systems.
- Oversee development and ongoing maintenance of CAD system database.
- Assist in developing and maintaining records and reporting systems per county, state, and federal guidelines, providing for proper quality control.
- Develop processes and procedures relative to contract/project management.
- Review contractor requests for payment. Ensure work is satisfactorily completed before payment is made.
- 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, and holidays.

#### **OTHER JOB FUNCTIONS**

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

**SUPERVISION RECEIVED AND EXERCISED:** An employee in this class works under the general supervision of the Construction Division Manager who reviews the work through documents, observations, conferences and results achieved.

**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.

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#### **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.
- Principles and practices of management, organization and supervision.
- Construction methods.
- And experience in managing construction bid advertising and bid awards in conformance with state law.

#### **KNOWLEDGE, SKILLS, AND ABILITIES: (continued)**

##### **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.
- Prepare budgets and plan expenditures for control.
- 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.
- Maintain accurate logs of construction and inspection reports and prepare progress reports.
- Plan, direct, and evaluate the work of subordinates.

**MINIMUM REQUIREMENTS TO APPLY:** A Bachelor's Degree in architecture, construction management, civil, mechanical or electrical engineering, project management, business or public administration or closely related field from an accredited college or university and five years of increasingly responsible experience directly related to the position. Additional education or experience may substitute for the recruiting requirements.

**SPECIAL NOTE: SPECIAL NOTE:** Ability to successfully complete and pass all required background investigations prior to employment including fingerprinting. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.