



Job Title	Construction Project Manager	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	15102

Class Specification – Construction Project Manager

Summary Statement:	
<p>The purpose of this position is to plan, organize, and manage multifaceted capital improvement and engineering projects from conception to completion and project close out. Oversee and direct activities of outside design professionals, contractors, consultants and project engineers for project design and development, preparation of final design documents, and construction phase services. Coordinate project schedules, budgets, design, and construction activities with internal and external departments, outside regulatory agencies, and user groups. Ensure project cost compliance with established project budgets, provide technical assistance, and project support to internal departments.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Oversees and administers construction contracts and construction management; and inspection duties for assigned civil engineering and capital improvement projects. Perform project management work by planning, directing, and implementing complex multi-disciplinary development, redevelopment, including project initiation, design development, production, and project coordination with internal and external departments.
10%	Confer with management, internal departments, governmental regulatory agencies, and other key stakeholders to determine and establish project goals and objectives, formulate, and define scope of work, develop project work plan including timelines, available funding sources and amounts, project budgets, safety and security risk factors, consultant and staffing requirements, and allotment of resources to various phases of the project. Monitors compliance of assigned construction projects with federal, state, and municipal laws and regulations including compliance
20%	Develop and prepare projections, project schedules, work plans, negotiate, execute, and administer professional service contracts for design and construction phase services, oversee and administer construction contracts for conformance to approved plans and contract specifications. Coordinates the construction phase and conducts



Job Title	Construction Project Manager	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	15102

	<p>project progress meetings for assigned projects with all stakeholders, contractors, utility companies, other City departments, and county, state, and federal agencies; answers inquiries from citizens, stakeholders, and media regarding construction projects.</p>
10%	<p>Initiate and coordinate procurement and award of construction and professional service contracts and vendor purchase orders as required for each project. Prepare pre bid and bidding materials defining scope of work and related information for Requests for Qualifications (RFQ), Requests for Proposals (RFP), and Invitation for Bids (IFB). Conduct pre bid conferences, set up selection boards, respond to questions during solicitation period, review submitted proposals and bids and prepare contract award recommendations.</p>
20%	<p>Manage, direct, and coordinate the work of professional consultants and related personnel who have been assigned responsibility for project design development, completion of design documents, and construction phase services to include project inspection and quality assurance acceptance testing. Review project design and design deliverables for quality, technical competence, and compliance to applicable design standards and codes. Coordinates the work of contract construction management teams, contractors, and related subcontractors. Establishes construction schedules, monitor construction costs, and submits progress and summary status reports to supervisors.</p>
20%	<p>Maintains construction documentation files and records on assigned projects; prepares correspondence and reports; prepares daily, weekly, and monthly construction and inspection reports; documents project progress, budget, and construction operations. Develops standard procedures and policies related to construction project management, inspection, and testing. Provides training and guidance to other staff on standard procedures and policies. Develop and project communication plan and related project status reports for internal and external departments, key stakeholders, and user groups to provide periodic updates on project activities and information on future project milestones</p>

<p>Competencies Required:</p> <p>Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates</p>
--



Job Title	Construction Project Manager	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	15102

customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in architecture, civil engineering, construction management, project management or a related field.

Experience: Five years of full- time responsible construction project management experience.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.



Job Title	Construction Project Manager	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	15102

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
--	--

Supervision Exercised:
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
 This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:
 Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never



Job Title	Construction Project Manager	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	15102

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: April 2015