



CLASS SPECIFICATION

Class Code: 8124
Date Est: 02/2002
Last Rev: 08/2016
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

BUILDING OPERATIONS PROJECT MANAGER

DEFINITION

Under general supervision, manages assigned projects such as remodels of commercial buildings, furniture system installations, mechanical, electrical, plumbing, HVAC related capital improvement projects, infrastructure preservation projects and other projects requiring coordination of multiple trades or departments to complete; coordinates project information, conducts progress meetings, inspects work, resolves disputes; compiles progress reports and obtains necessary permits; develops project budgets and monitors and authorizes expenditures; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate degree in construction technology, project management, architecture or related field and four years of progressively responsible experience performing project management involving design, design review, construction or remodeling of commercial, industrial or institutional facilities; installation or replacement of major mechanical or electrical systems; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Possession of a valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize and coordinate projects to insure schedules are met, remain within budget and quality of service is maintained appropriately.

Conduct meetings and site visits to coordinate all parties involved in the project.

Prepare meeting notes, correspondence and reports as required.

Develop project budgets and schedules; approve progress and final payments to vendors and contractors.

Develop project specifications to be used in contracts and by Purchasing when developing bidding materials.

Act as a liaison between Facilities Management and professionals such as architects, landscape architects, engineers and planners involved in a project.

Represent Operations\Facility Management at meetings or sites of projects managed by other County departments.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department policies and procedures.

Proper use of materials and supplies.

State and County purchasing regulations and procedures.

ADA and compliance in commercial buildings.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Methods, materials and techniques used in commercial building construction, maintenance, building remodeling, systems furniture installation and voice and data connectivity.

State and local building, plumbing, electrical, and fire codes and regulations.

Contract administration procedures.

Safety standards and regulations applicable to trades work.

Cost estimating, project planning and project scheduling.

Uniform Building Code and National Electrical Code.

Project management and contract administration procedures.

Ability to:

Analyze problems and develop and implement solutions.

Comprehend contracts and enforce the provisions.

Analyze data, evaluate job costs and prepare bid specifications.

Read and interpret plans, diagrams and blueprints.

Operate a personal computer and basic software programs, including project management programs.

Maintain a variety of records and reports on multiple projects simultaneously.

Prepare cost estimates and evaluate bid proposals.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with supervisors, co-workers, County employees and outside vendors.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, fumes, solvents, chemicals, and construction materials.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.