



<b>Classification Title</b>	Construction Project Manager 3	<b>Code</b>	407600
<b>Department</b>	Facilities Management	<b>FLSA</b>	Exempt
<b>Pay Range</b>	Professional 10	<b>Represented</b>	No

### GENERAL SUMMARY

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 DUTIES & PRIMARY RESPONSIBILITIES

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- 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 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.
- 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.
- Coordinate with procurement on quotations and proposals from contractors and consultants.
- Develop requests for proposals, bids, and contracts; and participates in evaluations of RFP's; 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.
- Develop complex cost estimates relative to all areas of facility construction, i.e. site development, structural, mechanical, electrical, etc.
- Develop, maintain, and critically evaluate contractor's complex, detailed project schedules utilizing Microsoft Project or other similar computer software and industry knowledge.
- 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.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

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.

#### **Licenses or Certifications**

A valid Washington State driver's license or the ability to otherwise meet the travel requirements of the position is required.

### **OTHER JOB REQUIREMENTS**

Must authorize and complete a background check prior to employment.

### **PREFERRED QUALIFICATIONS**



Commercial vertical construction project management experience.

**SUPERVISION**

An employee in this class works under the general supervision of the Construction Division Manager. This position does not supervise but may act as a lead worker.

**COMPETENCIES**

**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.
- Managing construction bid advertising and bid awards in conformance with state law.

**Skill in:**

- Working with a variety of individuals from diverse backgrounds.

**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.

**WORKING ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Incumbents may perform assigned work in a variety of inside and outside climates and conditions, with exposure to weather, and conditions such as slippery floors or difficult terrain. Work may involve the use of chemicals, cleaning agents and handling or working with toxic/hazardous substances in a safe manner.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Sometimes
Extreme cold ( <i>below 32 degrees</i> )	Sometimes



Extreme heat (above 100 degrees)	Sometimes
Communicable diseases	Sometimes
Moving mechanical parts	Frequently or Often
Fumes or airborne/blood borne	Sometimes
Toxic or caustic chemicals or substances	Seldom
Loud noises (85+ decibels such as heavy trucks, construction)	Frequently or Often

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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 is required.