



CONSTRUCTION PROJECT MANAGER 1

3267

GENERAL DESCRIPTION OF CLASS

The CONSTRUCTION PROJECT MANAGER 1 manages limited scope construction, remodel or component replacement projects for Oregon state buildings or facilities. Employees work with agency staff to define the project, and then work with state contracting staff to develop and award contracts for design and construction services. They also review contractor designs and cost estimates, and inspect construction projects to verify contractors follow the agreed to contract provisions and specifications.

DISTINGUISHING FEATURES

This is the first of a three-level classification series. Employees manage limited scope projects with commonly used construction methods and techniques, or assist higher-level project managers with more complex projects. Employees have readily available project samples and contracts; and written guidelines or advice and consultation from supervisors.

The Construction Project Manager 1 is distinguished from the higher levels by the readily available guidelines, the limited scope of construction projects and less complex contract oversight.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this classification. Individual positions may do all or some combination of the duties as well as other related duties.

1. Project Planning and Design

Consult with agency staff to formulate a plan for construction, remodel or replacement of building components and small or simply constructed facilities. Define project scope based on discussions and planning sessions with staff, technical experts and operations managers. Collect information needed to include in contract documents. Prepare contract specifications. Calculate cost of building materials and estimate project cost. Coordinate and recommend the contract bid and award. Work with contract architects and engineers as they develop construction documents to verify that designs meet project criteria, or meet the needs of the agency. Suggest improvements or changes to design. Evaluate designs for compliance with codes and regulations, energy efficiency, durability of building materials, usefulness, longevity and proper construction methods. Gather and analyze cost data and contractor estimates. Recommend purchases of equipment and materials. Secure building permits from local agencies.

2. Construction Management

Coordinate work between the agency and contractors to verify the project is completed on time and within budget. Coordinate inspections with local building inspectors. Inspect construction projects for adherence to contract specifications and plans. Facilitate the solution of contract disputes; recommend best course of action depending on contract situation. Monitor project funds to make certain there is proper documentation and accounting of costs. Coordinate project changes and update project schedules and budgets. Compile project reports to track expenses and timelines. Prepare documentation at project closeout; review, organize and maintain project files.

RELATIONSHIPS WITH OTHERS

The Construction Project Manager 1 has frequent contact with agency operation staff, contractors and consultants in person, in writing and by telephone to exchange information and coordinate the work of people in related activities. Contact is made with contractors to clear up doubtful or confusing points of information, to explain found discrepancies or to process contract change orders. Employees also bring about agreements with contractors and agency staff on project disputes. Employees meet with local agency building officials to obtain building permits or clarify code requirements.

SUPERVISION RECEIVED

The Construction Project Manager 1 works under close supervision. A supervisor is readily available for advice and consultation during the progress of their work. Work is reviewed for compliance with agency policy, completeness and accuracy during the course of a project. Employees seek guidance from technical experts or a supervisor to clarify expected results, or confirm interpretation of regulations or standards. Written guidelines and sample contracts are readily available and require minor alteration based on individual projects.

KNOWLEDGE AND SKILLS (KS)**Basic knowledge of:**

Practices, methods, common materials and techniques of the construction and remodel of commercial buildings and facilities.
Design principles and practices of architecture; and civil, structural, mechanical and electrical engineering.
Principles, processes and methods of construction project management.
Principles and processes of contracting for the design and construction of simple commercial facilities.
Principles and practices of business management including, contracting for services, resource allocation, production methods and coordination of people and resources.
Mathematical theory's applicable to the design and construction of buildings or facilities.
Structure and content of the English language, rules of composition, report writing and grammar.
Personal communication techniques used to resolve disputes between people.

Skill to:

Speak to groups or individuals to effectively communicate technical information, and explain project requirements.
Consider the relative costs and benefits of potential actions and choose the most appropriate one.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Use mathematics to verify construction estimates and designs.
Monitor or assess the performance of other individuals to suggest improvements or take corrective action.
Analyze information and evaluate results to choose the best solution and solve problems.
Apply general standards to specific problems and produce answers that make sense.
Inspect equipment, structures or materials to identify the cause of errors or other problems and defects.
Develop specific goals and plans to prioritize, organize and accomplish work.
Encourage and build mutual trust, respect and cooperation among team members.
Establish long range objectives and specify the strategies and actions to achieve them.
Apply plans, blueprints and drawings to specific construction projects.
Write effective memorandums and reports typical to the job assignment.
Operate a computer and use typical office software such as word processing, spread sheets, data base and project tracking.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for all positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division