



## CONSTRUCTION PROJECT MANAGER 2

3268

### GENERAL DESCRIPTION OF CLASS

The CONSTRUCTION PROJECT MANAGER 2 manages the design and construction of capital improvement and simple capital construction projects for Oregon State buildings and facilities. Employees give consultative advice on construction methods and processes; coordinate the development of building sites; facilitate the design based on project requirements; develop contract specifications and coordinate the contract bidding and award; and oversee construction.

### DISTINGUISHING FEATURES

This is the second and journey level of a three-level classification series. Employees interpret standards and policies, and use standard contracting methods to build conventional structures.

The Construction Project Manager 2 is distinguished from the Construction Project Manager 1 by the management of more complex building projects. The Construction Project Manager 1 manages limited scope remodel or component replacement projects; or assist higher-level project managers with more complex projects. The Construction Project Manager 2 manages capital improvement projects and the less complex capital construction projects.

The Construction Project Manager 2 is distinguished from the Construction Project Manager 3 by the absence of non-standard contracting methods; and by the absence of managing complex, high risk projects with innovative or advanced building techniques. The Construction Project Manager 3 applies an in-depth knowledge of project budgeting and alternative contracting methods. These features further distinguish the two classifications.

### DUTIES AND RESPONSIBILITIES

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

#### 1. Project Planning

Work with operations staff or executive management to identify facility construction or remodeling needs. Define construction project scope, conceptual design and strategies to accomplish planned objectives. Work with agencies and architectural or engineering contractors to prepare cost estimates. Evaluate the relationship of cost factors to various stages of construction. Suggest methods to contain cost or increase value. Analyze building sites to meet the project needs, budget restrictions and value for the state. Develop project documents to obtain legislative budget approval. Formulate project schedule that includes design, bidding and construction, procurement of equipment, moving and final occupancy.

#### 2. Design Development

Prepare requests for proposals soliciting architectural and engineering designs. Guide consultants in developing building designs. Meet with contract specialists to develop competitive bid and other contract documents. Develop project construction documents. Meet with local building officials to identify requirements; resolve issues that will affect project. Evaluate plans and specifications for completeness, accuracy and conformance with project needs. Respond to questions from contractors about bids and project scope. Coordinate award of contract. Facilitate work sessions

between contractors and project customers to plan, explain and coordinate the project construction. Approve payments to consultants.

### **3. Contract Administration**

Oversee the work of contractors including construction contractors, surveyors, environmental, geotechnical and materials testing. Collaborate with architectural, structural, mechanical and electrical engineers; space planners; security and other consultants to verify that the construction meets the contract specifications. Verify that contractors understand the contract terms and conditions and project programming. Meet with consultants, general contractors and customer representatives as needed to review project progress or identify and solve problems. Analyze request for changes in the contract or scope of work due to construction problems, delays or cost overruns. Decide need for and prepare change orders or amendments to contracts. Review and approve progress payments to contractors. Coordinate space planning, purchase of equipment and materials, finish of interiors and final approval for occupancy.

## **RELATIONSHIPS WITH OTHERS**

The Construction Project Manager 2 frequently contacts by telephone, in-writing and in-person agency staff and executive management to give consultation, define project objectives and coordinate construction. Employees contact architects, suppliers, and contractors to explain project requirements, facilitate designs and administer contracts. Employees bring about agreements with contractors and agency staff on project disputes.

## **SUPERVISION RECEIVED**

The Construction Project Manager 2 typically works under the general supervision of a manager or the guidance of higher-level project managers. Employees independently manage construction projects, referring to a supervisor on controversial questions or situations requiring higher-level action. The supervisor usually reviews work in terms of overall objectives of assignments. Employees work under the guidance of professional standards, agency policy and state contracting procedures. Employees interpret guidelines and adapt them to the current project.

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

Principles, practices, methods and materials of the construction of commercial buildings and facilities.
Principles and processes of contracting for the design and construction of simple commercial facilities.
Principles, processes and methods of construction project management.
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.
Oregon state building, fire and safety, energy, public work and sanitary codes and regulations that affect the construction of commercial buildings.

**Basic knowledge of:**

Design principles and practices of architecture; and civil, structural, mechanical and electrical engineering.
Processes and methods of building site development.
Personal communication techniques used to resolve disputes between people.
Budgeting methods used in building commercial projects.
Methods of technical report writing.
Sustainable building principles and techniques.

**Skill to:**

Evaluate construction plans, drawings, estimates and contract documents for accuracy and useful design; and compliance with regulations and project requirements.
Evaluate the work of contractors for adherence to contract plans and specifications.
Manage the design and construction of small commercial building projects.
Gain agreement among disagreeing parties.
Speak to groups or individuals to effectively communicate technical information and explain project requirements.
Motivate, develop and direct people as they work, identifying the best people for the job.
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 designs and estimates.
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.
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.

Adopted 10/2005

Revised

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