



CONSTRUCTION PROJECT MANAGER 3

3269

GENERAL DESCRIPTION OF CLASS

The CONSTRUCTION PROJECT MANAGER 3 manages the design and construction of complex, high-risk capital construction projects for Oregon state buildings and facilities. Construction projects have a high degree of diversity, use innovative or advanced building design and construction, require alternative and complex contracting methods, or have other complicated construction features. Employees consult with state agency executives to plan and define facility needs, coordinate the budget and legislative approval process, and oversee the contract process from design through construction.

DISTINGUISHING FEATURES

This is the third level of a three level classification series. It is also the advanced, senior level. Employees manage projects that incorporate complex design features, unusual building materials, and advanced building techniques. Projects present diversified and novel problems in which established criteria and technical precedents frequently do not apply. Typically, the employee cannot rely on precedent or standard data in making judgments and decisions.

The Construction Project Manager 3 is distinguished from the lower levels by managing complex, high risk projects with advanced building techniques; and by the application of in-depth project budgeting and alternate contracting skills.

DUTIES AND RESPONSIBILITIES

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

1. Facility Planning

Work with operations staff or executive management to identify facility construction or building remodeling needs. Define construction project scope, conceptual design and strategies to accomplish planned objectives. Work with agencies and architectural or engineering contractors to prepare conceptual design and cost estimates based on project scope. Suggest construction methods to accomplish planned objectives; discuss practicability of construction proposals. Suggest use of building materials, plans and land use to increase value of construction. Evaluate the relationship of cost factors to various stages of construction. Suggest methods to contain cost or increase value.

Collaborate with other state sections to acquire property adequate for building project; establish selection criteria; prepare request for proposals for property acquisition. Analyze building site for needed infrastructure; collaborate with other jurisdictions or contractors to ready the building site for construction. Meet with local building officials to analyze potential code conflicts; obtain agreement on controversial issues. Develop project plan, budget and project concept documents; coordinate legislative approval for project.

2. Design Development

Identify need for alternative contracting methods such as Contract Manager/General Contractor or Design Build. Initiate exemption to standard contracting processes by developing findings in support of contract exemptions and coordinate approval process. Prepare requests for proposals soliciting architectural and engineering designs using non-standard contracting methods. Manage the contract

development process including public hearings. Select alternate method contractor. Coordinate intergovernmental agreements for development of project infrastructure. Work with contracting staff, attorney general's office and project agency to make certain the contract documents fulfill the project needs. Evaluate plans and specifications for completeness, accuracy and conformance with project goals and objectives. Negotiate professional service contracts and fees. Evaluate energy requirements and plan designs that improve energy expenditure. Evaluate contractor proposed plans for project specifications, construction methods, compatibility with site and other facilities, or value over life of the facility. Effectively recommend or approve the award of contracts.

3. Contract Administration

Monitor construction and inform project agency staff on progress. Monitor construction for quality, schedule and budget. Deal with unanticipated events that delay construction and take actions to keep project on time and within budget. Evaluate the need for and coordinate project change orders and contract amendments; recommend changes to project schedules and budget. Interpret meaning and intent of contract and construction requirements. Verify that contractors understand the contract terms and conditions and project programming. Meet periodically with consultants, general contractors and customer representatives to review project progress or identify and solve problems. Review and approve progress payments to contractors. Oversee space planning, purchase of equipment and materials, finish of interiors and final approval for occupancy.

RELATIONSHIPS WITH OTHERS

The Construction Project Manager 3 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. They also work with other state work units or public jurisdictions to acquire and develop building sites, or coordinate the solution to utility problems.

SUPERVISION RECEIVED

The Construction and Project Manager 3 works under general supervision of a manager or administrator. Employees carry out their work with considerable freedom, frequently selecting the approach to resolve complex problems. The supervisor reviews work for adequacy in terms of meeting the broad technical objectives and for compliance with agency policies and regulations. Employees are expected to independently render technical decisions or effectively recommend decisions to controversial issues which are rarely changed by the supervisor except for reasons of policy, public relations or budgetary considerations. Established guidelines and policies typically do not apply and must be modified significantly to complete projects; projects require the use of non-standard contracting methods.

KNOWLEDGE AND SKILLS (KS)**Extensive 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 complex commercial facilities.
Principles, processes and methods of construction project management.
Alternate contracting methods to design and construct commercial buildings and facilities.

General knowledge of:

Oregon state building, fire and safety, energy, public work and sanitary codes and regulations that affect the construction of commercial buildings.
Mathematical theory's applicable to the design and construction of buildings or facilities.
Principles and practices of business management including contracting for services, resource allocation, productions methods and coordination of people and resources.
Processes and methods of building site development.
Budgeting methods used in building commercial projects.
Personal communication techniques used to resolve disputes between people.

Basic knowledge of:

Design principles and practices of architecture; and civil, structural, mechanical and electrical engineering.
Methods of technical report writing.
Sustainable building principles and techniques.

Skill to:

Evaluate complex – commercial facility 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 complex 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.

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Revised

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