

## **CONSTRUCTION PROJECT MANAGER CLASS SERIES CONCEPT AND RESPONSIBILITIES**

The CONSTRUCTION PROJECT MANAGER manages design, development and construction, including contracts and field work, for new construction, retrofit or remodel projects associated with infrastructure or structures which may require compliance with various governmental agencies, building codes or regulations. Projects may vary in size, type or complexity and include business or recreational facilities, parks, campgrounds, highways, rest areas, viewpoints, public works, etc. Depending on level of the position and the complexity of project, plans and manages all or aspects of project design, development or implementation, planning, technical research, analysis, funding or cost analyses, scheduling, public involvement, project budgeting, permitting, or project performance or results.

Construction Project Managers work independently or with multi-disciplinary staff or other stakeholders to formulate a plan or approach for the design, construction, remodel or replacement of structures or components of structures. They define the project scope, conceptual design and strategies to accomplish planned objectives. Employees may facilitate resolution between conflicting priorities or interests.

Construction Project Managers work with architectural, engineering, geology, survey, Right-of-Way, environmental or other staff or contractors to prepare cost estimates. Suggest methods to contain cost or increase value (value engineering). Prepare requests for proposals soliciting architectural or engineering designs and consulting services. Review and evaluate designs for compliance with state or federal codes or regulations, energy efficiency, durability of building materials, usefulness, longevity, proper construction methods or if they meet project needs or scope. Manage bid solicitation or selection process. Evaluate sites to determine if they meet minimum project requirements, budget restrictions or risks or value of project for the state. Ensure proper permits are secured with appropriate government agencies.

Employees coordinate work between local, state, or federal agencies, staff, contractors or other stakeholders to meet project timelines or budgetary constraints. Inspect or monitor construction projects for adherence to contract specifications or plans. They facilitate the solution of contract dispute and determine best course of action depending on contract situation. They coordinate project changes or update project schedules or budgets. They compile project reports to track expenses or timelines. They compile and prepare documentation at project closeout; and review, organize or maintain project files.

Employees in these classes work with a variety of individuals or organizations including local, state, or federal regulatory officials or agencies; various regional, state or federal jurisdictions; special interest groups; property owners; contractors; private companies; or other stakeholders. Employees evaluate, interpret, or apply local, state, or federal regulations. Employees may administer funds from multiple funding programs with different requirements.

### **Level 3**

The CONSTRUCTION PROJECT MANAGER 3 is the third and advanced, senior level of this professional three level classification series. Employees manage the design and construction of complex, high-risk capital construction projects for Oregon structures or infrastructure. Construction projects have a high degree of diversity, use innovative or advanced design and construction techniques, require alternative or complex contracting methods, or have other complicated construction features. Employees have a high degree of input and latitude when consulting with state agency executives to plan and define project needs, coordinate the budget and legislative approval process, and oversee the contract process from design through construction. They identify needs for alternative contracting methods and initiate exemptions to standard contracting processes by developing findings in support of contract exemptions and coordinating approval processes. They coordinate intergovernmental agreements for development of construction projects involving structures and infrastructure. They identify and work to mitigate unanticipated events that may delay construction and take necessary actions to keep projects within time and budget constraints.

Both goals and methods to obtain goals may be unclear. These projects require increased management and overhead in terms of determining what projects are needed, tracking progress, communication, and inter-personal conflict resolution. Large time scales for project completion increase scope and expectations. Complex, independent, and competing activities depend upon each other for project completion. Significant information is determined at various milestones forcing complex subtasks to be planned at a later time.

Employees manage projects that incorporate uncommon design features, unusual building materials and circumstances, and advanced building methods and 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 projects with advanced building methods and techniques; by highly visible or highly political risk factors; and by the application of in-depth project budgeting and alternate contracting skills. Employees at this level apply extensive work experience that combines a broad grasp of involved practices and precedents as well as experience with a wide variety of construction projects. Guidelines require extensive interpretation of circumstances that apply to a variety of situations. Employees at this level work within the context of agency missions and goals and set objectives that guide long-term goal setting and organizational planning. Employees make high level managerial and planning decisions of significant importance to the agency.

The Construction Project Manager 3 frequently contacts by telephone, in-writing and in-person agency staff and executive management to provide consultation, define project objectives and coordinate construction activities. Employees contact architects, engineers, suppliers, and contractors to explain project parameters and requirements, facilitate designs and administer contracts. Employees bring about agreements with contractors, agency staff and external stakeholders on project disputes. They also work with other state work units, agencies or public jurisdictions to acquire and develop construction sites or coordinate solutions to utility problems.

The responsibilities within the Concept and Distinguishing Features are characteristic of the type and level of work associated with these classes. Individual positions may do all or some combination of the responsibilities listed as well as other related responsibilities.

## **MINIMUM QUALIFICATIONS AND SKILLS**

### **Construction Project Manager 3:**

A Bachelor's Degree in Construction Management, Business Administration, Public Administration, Architecture, Planning, or Engineering; **AND** five years progressively responsible experience related to the class series concept; **OR**

An Associate Degree (or comparable course work) in Architectural, Construction or Engineering Technology; and six and one-half years progressively responsible experience related to the class series concept; **OR**

Eight years of progressively responsible experience related to the class series concept.

Possession of a Project Management Professional (PMP) certification awarded by the Project Management Institute (PMI), Oregon Project Management Associate Certification (OPMA) or other related certification will substitute for 1 year of the qualifying experience.

### **Knowledge and Skills: (in addition to those listed in levels 1 and 2)**

- Skill in management of project programs and portfolios
- Skill in complex problem solving to identify complex problems and related information to develop and evaluate options and implement solutions.
- Skill in judgment and decision making to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Skill in management of personnel resources to motivate, develop and direct teams.