

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 2

The CONSTRUCTION PROJECT MANAGER 2 is the second and journey level of this professional three-level classification series. Employees manage the design or construction of capital improvement or capital construction projects for state structures or infrastructure. Employees provide consultative advice on construction methods, processes or techniques; coordinate the development of construction sites; facilitate the design based on project requirements; develop and review contract specifications and coordinate the contract bidding and award; and oversee construction. They oversee the work of contractors or consultants, including construction or design contractors, surveyors, or the environmental, geotechnical or materials testing. They collaborate with architectural, structural, civil, mechanical or electrical engineers; space planners; security or other consultants or staff to verify the construction meets the contract specifications. They address unforeseen delays to complete project on time or within budget.

Employees are guided by objectives and general direction. Employees apply an increased level of construction management experience and knowledge. Employees have a greater degree of flexibility to refine team members' roles. Project team members may exert a considerable amount of control over outcomes while Construction Project Managers have independence needed to achieve objectives. Some goals may be poorly defined as team members may have vague ideas of what they want. Work plans are determined and adjusted progressively as various milestones of the project are completed. Employees work within the framework of principles and standards and defined organizational policies.

Employees may consider and recommend new organizational procedures to achieve project results.

The Construction Project Manager 2 is distinguished from the Construction Project Manager 1 by the requirement to apply greater managerial skills to coordinate projects. It is further distinguished by the requirement to apply general policies and guidelines that involve changing interpretations due to varying situations that are seldom repeated. At this level, there is an increase in diversity of choices that require research for solutions.

The Construction Project Manager 2 is distinguished from the Construction Project Manager 3 by the absence of responsibility to make high-level managerial and planning decisions, by non-standard construction or contracting methods; and by the absence of managing higher risk projects with innovative or advanced building techniques. - 3 –

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

MINIMUM QUALIFICATIONS AND SKILLS

Construction Project Manager 2

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

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

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

Knowledge and Skills: (in addition to those listed in level 1)

- Knowledge in project portfolio and program management theories, methods, practices and techniques
- Skill in monitoring performance of self, individuals, or organizations to make improvements or take corrective action.
- Skill in being aware of others' reactions and understanding why they react as they do.
- Skill in active learning to understand the implications of new information for both current and future problem-solving and decision-making.
- Skill in managing one's own time and the time of others.
- Skill in identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Skill in bringing others together to facilitate and reconcile differences.