



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
August 2023

Agency: The Department of Administrative Services

Division: Enterprise Asset Management

☐ New

☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Construction Project Manager 2</u>	b. Classification No: <u>C3268</u>
c. Effective Date: <u>July 1, 2001</u>	d. Position No: <u>1104301</u>
e. Working Title: <u>Construction Project Manager 2</u>	f. Agency No: <u>10700</u>
g. Section Title: <u>Planning & Construction Mgmt</u>	h. Budget Auth No: <u>000814480</u>
i. Employee Name: <u>VACANT</u>	j. Repr. Code: <u>OA</u>
k. Work Location (City – County): <u>Salem/Marion County</u>	
l. Supervisor Name: <u>Scott Nebeker</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No *
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative	*See contract regarding pay

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer ("COO"), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

Enterprise Asset Management is comprised of the Facilities Program, including Maintenance, Operations, Planning and Construction Management, and Real Estate Services; the Statewide Fleet Administration and

Parking Services Program, and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, for the benefit and optimal use of state government enterprise-wide to support agencies space, travel, and operational needs. We are responsible for cost effective, quality, and efficient asset life cycle management: acquisition, operation, maintenance, and disposal.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to

The position is charged with the duties of organizing, planning, consulting, procuring and scheduling of statewide capital construction and improvement projects, and facilitating the process through collaboration with tenants.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
10%	NC	E	Planning: <ul style="list-style-type: none"> Client Collaboration: Facilitates, coordinates and leads all planning processes, developing consensus, “buy in” and customer satisfaction with stakeholders. Prepares stakeholders with a thorough understanding of the planning process. Communicates stakeholder responsibilities and customer expectations. Administers and reviews all written records and communications for clarity and uniformity with standards. Scope Development: Provides technical guidance, leadership and consulting services in determining, defining and establishing project goals, objectives, and scope with legislators, senior management, agency leadership, consultants and budget analysts. Assures that the project is consistent with DAS and/or other Agency standards, policies and requirements, and other government mandates. Conceptual Design Development: Provides coordinated planning, design, and management services to develop a conceptual design and cost estimates with project goals and objectives that meet or exceed tenants’ program needs. Strategy Development: Strategize and organize comprehensive plans to provide state government with efficient and cost effective short term transitions and long term productivity. Develop highly detailed plans to provide minimal affect on tenants’ productivity during construction. Commercial Construction Expertise and Oversight: Ensures that efficient and appropriate construction methods and practices are planned in project objectives Budget/Cost Estimation: Suggests use of building materials, construction techniques, plans and land use to increase value of construction. Value Engineering Management: Analyzes the element of the project budget and cost estimates to develop contingency reductions, additions or changes to construct within funding limitations. Evaluates the relationship of cost factors to various stages of construction. Prioritizes and value engineer’s costs to provide maximum value for the State. Architect and Engineering Collaboration: Facilitates, coordinates and leads all

			<p>planning processes with A&E firms. Administers and reviews all written records and communications for clarity and uniformity with standards, and maintains permanent records.</p> <p>Facilities Department Collaboration (O&M, Leasing, Statewide, and Parking): Facilitates, coordinates and leads all planning processes with other sections in Facilities. Administers and reviews all written records and communications for clarity and uniformity with standards, and maintains permanent records.</p>
15%	NC	E	<p>Design Development:</p> <ul style="list-style-type: none"> Contracting Methods: Based upon knowledge of professional selection rules and public contracting laws and regulations, prepares Requests for Proposals (RFP) soliciting architectural, engineering and other related professional services. Based on research and analysis, develops selection criteria, and selects or recommend firms for contract award. Develops alternate contract strategies (i.e. CM/GC, Design Build), initiates exemption process, prepares findings and selects contractor. Works together with all stakeholders to create an environment where trust and teamwork prevails; to establish stakeholder roles, terms and boundaries. Administers contract by reviewing performance and approving periodic fee payments and amendments to the contract to facilitate the successful completion of the project. Solicitation Processes: <ol style="list-style-type: none"> Coordinates with purchasing analysts and customer agency leadership to develop competitive bidding documents; oversight and assistance in the bidding and awarding of public works contracts. Prior to bid due dates, coordinates response to questions from contractors in a fair and equitable manner. Based upon the type, scope and size of construction projects, and a proficient knowledge of standard public works contract terms, conditions, defaults, and remedies; Construction Project Manager drafts, negotiates, and monitors stipulated sum, cost plus fee, and unit price contracts with contractors. Prepares list of bidding alternates, as required, that may be added to or deleted from contracts. Provides consultants with the DAS standards that shall apply to the project. Oversees the work of professional consultants including: surveyors, environmental, geotechnical, materials testing, architects, structural, mechanical and electrical engineers, space planners, security, and others. Ensures that agency and State goals and objectives are met and that the project program is interpreted correctly into a design that functions as intended. Oversees the value engineering process to include the building envelope, the structural system, the HVAC system, electrical system, fixed equipment and finishes. Verifies through research and analysis the accuracy of the consultant-supplied recommendations. Works with the Department of Energy, and the consultant design team to design buildings and systems that conserve energy through the SEED program requirements. Research and evaluate incorporation of the latest energy conservation measures and determine whether they are reliable and will payback in a reasonable period of time. Consult, advice and recommend to all stakeholders' approval or denial of design decisions that has, or may have, significant cost implications. Analyze the consultants cost estimates at the end of each design phase. Research any items that do not seem accurate. Advise the P&CM Manager of options necessary to keep the project in budget. Collaboration w/DOJ, Contracting/Procurement Staff & Clients: Facilitates, coordinates and leads all design development processes, developing a

			<p>consistent understanding of design by all parties. Educates clients of the design process, further establishing customer expectations. Administers and reviews design elements for clarity and uniformity with standards.</p> <ul style="list-style-type: none"> • Negotiation Skills: Negotiates change order requests. Evaluates contractor proposed plans for project specifications, construction methods, compatibility with site and other facilities, or value over life of the facility. Recommends the award of contracts.
60%	NC	E	<p>Construction and Contract Administration:</p> <ul style="list-style-type: none"> • Monitor and Evaluate Construction Quality: Reviews consultant and/or contractor execution of plans and specifications, for completeness, accuracy and conformance with appropriate building codes. Review construction contract documents (plans and specifications) prepared by the consultants to ensure that compatible and cost-effective materials, equipment, building systems, and construction methods are being proposed. Identifies and resolves problems that may involve issues extending beyond those directly covered under contract language and may have significant potential impact on the project. • Monitor and Manage Construction Schedule: Acting as state's authorized representative and agency expert, this person serves as the key decision maker and sole spokesperson acting on behalf of the state's interest with any businesses concerning the construction project. Prepare project schedules defining the critical paths. Define, develop and timely distribute project tasks, Gantt charts/timelines, and milestones. Works with professional consultants and customer agency representatives, to identify all tasks necessary to keep the project on schedule. • Monitor and Manage Construction Budget: Maintains accurate project cost accounting records and is the individual responsible for making sound decisions regarding project budget expenditures. Apprises customer agency officials of project budget status. Reviews and approves progress payments to contractors, insuring that the state is paying only for work properly completed. Provides reports and analysis to inform upper management and participating agencies of the projects' progress and whether the projects meet budgetary goals. • Manage Modifications, Alterations, and Client Needs: Researches, analyzes and approves changes in the work proposed by the agency, architect, engineers or the contractor to establish the validity of the proposed change and budget impact. If the change is substantiated, decides the most cost-effective approach to make the change to avoid time delays and cost overruns, without sacrificing quality, performance or other project goals. Principal decision-maker in packaging change proposals into change orders. • Manages and Facilitates Meetings: Manages meetings effectively. Routinely meets in the leadership and coordination role with customer agency, consultants, and general contractor representatives to receive and provide information vital to project success. Identifies and leads processes toward the desired outcomes or requirements. Facilitates meetings with consultants, general contractors and tenant representatives to review project progress.

10%	N	E	Data Tracking: Enter all of the project data into the P&CM Database in a timely manner: <ul style="list-style-type: none"> • Track project payments, invoices, changes in the database • Track time working on projects as well as time off in the ePayroll system • Provide project updates to the P&CM Manager as requested • Project Schedule and any changes • Project budget and any changes
5%	N	E	Stay current with all rules, regulations, and codes related to construction. Also stay current with construction methods.
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Duties of this position are usually performed in an office environment, although there will be some exposure to other environments, including inclement weather. Requires working at a video display terminal approximately 35% of the time. Occasional lifting and carrying of supplies weighing 50 pounds. Requires occasional travel to reach customer agency offices, primarily located in the Willamette Valley; may require overnight stay.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Department Policy Manual
- Uniform Building Codes
- OSHA Rules
- A.D.A. Guidelines
- SEIU Collective Bargaining Agreement
- DAS Policies and Procedures
- Statewide Policies and Procedures
- Oregon Administrative Rules (OAR)
- Oregon Revised Statutes
- Building Codes
- National Electrical Code
- Oregon DEQ Guidelines

b. How are these guidelines used?

These guidelines provide criteria and information needed to make well-informed management decisions. Further, they provide information on how processes are carried out in conducting business.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Other Agency Directors & Staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly
Dept of Justice Legal Staff	Phone, Email, In Person	Contract Development	As Needed
Architects, Engineers, Consultants & Contractors	Phone, Email, In Person	Project Coordination	Daily/Weekly
DAS Exec Staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly
Elected Officials	Phone, Email, In Person	Budget & Project Information	As Needed
Federal Regulators	Phone, Email, In Person	Oversight and guidance	As Needed
Facilities Section Managers & Staff	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly
Agency Directors & Managers	Phone, Email, In Person	Consultation and coordination, to provide assistance/guidance.	Daily/Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions and recommendations made by this employee are critical to the agency and to its customers (all other agencies). Employee makes decisions regarding risks and opportunities inherent in various cost recovery models affecting DAS and all of State government. The employee also assesses operational risks and opportunities of DAS programs and determines corrective actions. These decisions directly impact the financial viability of each of DAS's programs. They also impact the other agencies' ability to properly budget for DAS services.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Construction and Facility Maintenance Manager 3	2532401, X7153	In Person	As Necessary	Broad policy guidance
		Written / In Person	Annual	Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? N/A
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides.
- Knowledge and ability to interpret DAS policies verbally and in writing; proficient in various software programs with the ability to design and customize; good spelling, appropriate grammar, punctuation and writing skills for professional delivery; proficient typing, data entry and retrieval; confidentiality, independent decision making, problem resolution, research and analysis, and responsive interactive customer service skills are required.
- ☐ Knowledge of various construction methods and practices, including project management abilities, an understanding of construction scheduling and scheduling software, and basic construction estimating and trends.
- ☐ Ability to facilitate designs based on project requirements and develop contract specifications and coordinate the contract bidding and award and oversee construction activities of capital improvement and simple capital construction projects.
- ☐ Experience in applying broad based knowledge to balance management philosophies, agency policies, federal, state and local laws to achieve intended program/project outcome and meet budget, time and cost restrictions.
- ☐ Customer service skills and experience in communicating complex issues to a diverse audience with varying backgrounds, including technical and non-technical subject experts, customer stakeholders, end-users and other construction team members.
- ☐ Ability to multi-task and independently manage multiple projects in varying areas of specialties, in diverse work locations, at different phases of completion, with distinct schedules on a regular basis.
- Responsible to provide guidance on construction methods and processes; coordinates the development of building sites; facilitates the design based on project requirements; develops contract specifications and coordinates the contract bidding and award; and oversees construction.

Behavioral expectations:

- Prepare for and attend staffing meetings, bringing issues and solutions for the team to resolve.
- Obtain agreement through the use of consensus when appropriate, giving and receiving feedback.
- Commit to support and help other team members.
- Share in leadership, and actively support decisions made by the management team.
- Participate in cross-functional or problem solving teams as needed.
- Adheres to all DAS policies and EAM policies, processes, procedures, and safety practices.

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BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

N/A		
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SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position, classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date