

**CLASS TITLE:**

**PROJECT MANAGER I (DOA)**

**Class Code: 02169600**

**Pay Grade: 37A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Administration, to assist a superior in the administration, coordination, and planning a comprehensive statewide program involving facilities management and maintenance; to be responsible for working with and overseeing the work and/or work products of engineers, architects and private contractors for compliance to established specifications, standards and procedures on assigned projects; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of a superior with wide latitude for the exercise of independent judgment; work is reviewed through conferences and reports for conformance to divisional guidelines.

**SUPERVISION EXERCISED:** May supervise and review the work of personnel assigned to assist. Oversees the work and/or work products of engineers, architects and private contractors for compliance to established specifications, standards and procedures on assigned projects.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Department of Administration, to assist a superior in the administration, coordination, and planning of a statewide program involving facilities management and maintenance; to be responsible for working with and overseeing the work and/or work products of engineers, architects and private contractors for compliance to established specifications, standards and procedures on assigned projects.

To participate with the design team for repairs and minor renovation projects including and act as a liaison between architectural and/or engineering firm, as well as, private contractors and the specific department or agency that will be occupying the facility.

To effectively interact with agency staff regarding the office space needs of the specific department or agency and any modifications thereto.

To attend facilities management meetings representing the interest of the specific department or agency for each project and report information from these meetings to a superior.

To make recommendations for space allocations for various state departments and agencies and general facilities management.

To review building inspection reports and to discuss items of an unusual nature with a superior.

To be responsible for seeing that regular field inspections of public buildings are promptly completed.

To confer with and advise a superior on the scheduling of minor construction projects, the making of major repairs, facilities management functions and related projects.

To compile and analyze pertinent data in order to assist a superior in formulating agency goals and priorities and in determining policies, procedures and programs in reaching established goals.

To compile and execute sound fiscal management programs, involving the preparation of the divisional budget for a superior's approval, maintenance of a quarterly allotment system, initiation of requests for transfer of funds, and maintenance of payroll records.

To have responsibility for various procurement functions involving the review of requests for materials, equipment and supplies, the preparation of purchase requisitions, and the maintenance of record of appropriations and expenditures.

To deal with vendors and contractors during the process of bidding for construction or repair and replacement work.

To prepare regular and special reports.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of general building operating and construction as it relates to facilities management functions; a thorough knowledge of the materials and equipment used in building operating and maintenance; a thorough knowledge of the principles and practices of facilities management, maintenance and property acquisition; the ability to compile and maintain the agency budget and to perform related fiscal functions; the ability to deal effectively with superiors, subordinates, vendors, and contractors; the ability to assist in the formulation of agency policy and programs; the ability to oversee the work and/or work products of engineers, architects and private contractors engaged in building construction and/or property management functions; the ability to supervise activities of the agency, as required; the ability to prepare clear and concise oral and written reports; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Construction Management, Facilities Management, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible administrative position in the field of building construction, facilities/property management including the maintenance of complex fiscal and/or real estate records.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 1, 2012