

CLASS TITLE: PROJECT MANAGER I (DOT)

Class Code: 02969000

Pay Grade: 39A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for the oversight and delivery of assigned projects from initiation to closeout within scope, on schedule, on budget and to the highest quality; to be responsible for coordinating design, permitting, real estate, public outreach, procurement, federal approval, construction, quality and final closeout; to coordinate such projects with other state government agencies to ensure their professional and operational needs are met; to manage and direct consulting and/or engineering firms and construction contractors to ensure that their work meets the Departments' requirements and program needs; and to do other related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of initiative and independent professional judgment; work is reviewed through consultations and written reports for conformance to established policies, regulations and provisions of law.

SUPERVISION EXERCISED: Plans, organizes, coordinates, and reviews the work of assigned professional, technical and support personnel assigned to assist on a regular or project basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for the oversight and delivery of assigned projects from initiation to closeout within scope, on schedule, on budget and to the highest quality; to be responsible for coordinating design, permitting, real estate, public outreach, procurement, federal approval, construction, quality and final closeout; to coordinate such projects with other state government agencies to ensure their professional and operational needs are met; and to manage and direct consulting and/or engineering firms and construction contractors to ensure that their work meets the Departments' requirements and program needs.

To prepare project descriptions and estimates for the development of the projects' budget based on the identified needs of the project.

To coordinate Requests for Proposals for design professionals and construction contractors.

To manage engineering scope and design, constructability, contract time and schedule, budget adjustments, time extensions and resolution of problems or questions that arise throughout design and construction project's life.

To develop, in cooperation with design professionals, contract documents for construction projects.

To ensure that all potential project-related issues are addressed and to ensure each member of the project team knows their role in resolving those issues.

To monitor all construction-related activities on assigned projects to ensure they are constructed in accordance with design, budget, schedule, accounting requirements, and is completed to specified quality standards.

To provide data to maintain a project budget including all expenditures/payments and change orders.

To act as the primary state contact for all projects field activities; to ensure that contractors comply with rules, regulations and procedures for project safety.

To assure that contractors obtain and maintain all required permits, governmental approvals, authorizations, and sign-off necessary for the construction and operation of the project.

To prepare monthly, quarterly and annual, or as directed, updates for assigned projects.

To coordinate any changes recommended by the design team or contractor.

To ensure all requests for payment under vendor agreements are properly processed.

To review and provide updates on a monthly basis, or as directed, project schedules including percent work complete and percent of budget expended.

To track the shop drawing review process.

To prepare and update a list of unresolved issues or items that may impede project progress.

To assure that design professionals and contractors relay digital copies of all documents which relate to project construction including routine photos of the project progress.

To maintain accurate and up-to-date files of all project related meetings.

To coordinate design and construction professionals in the preparation of project close-out documentation including as-builts, bonds and warranties, etc.

To collect and review regular project cost updates and all final project information

To monitor the punch lists for completion, warranty work, project close out, etc.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A thorough knowledge of construction project management principles; a thorough knowledge of planning, location, investigation, design, land acquisition, construction, maintenance, or traffic service of highways, bridges, or other public works facilities; a thorough knowledge of capital planning activities; a thorough knowledge of the principles, methods, and procedures for construction contracting, construction sequencing, construction safety and cost accounting; a thorough knowledge of state procurement methods for engineering and constructions services and the evaluation of vendor's qualifications; the ability to utilize a computer and common applications used in construction contracting and management including CAD, Word, Excel and Scheduling Software; the ability to communicate effectively verbally and in writing; the ability to develop and maintain effective working relationships; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Public or Business Administration, Finance, Architecture, Engineering or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity in the field of capital asset management, or transportation engineering, managing large and complex construction projects involving the planning, execution, and closure of assigned projects; or considerable employment in the public or private sector involving supervisory experience in construction or construction management.

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