

CLASS TITLE:

PROJECT MANAGER II (DOA)

Class Code: 02169700

Pay Grade: 39A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Administration, to be responsible for the oversight of design and construction projects from their budgeting inception through construction closeout; to coordinate such projects with other state government agencies to insure their professional and operational needs are met; to supervise and work with architectural and/or engineering firms and construction contractors to ensure 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:

In the Department of Administration, to be responsible for the oversight of design and construction projects from their budgeting inception through construction closeout; to coordinate such projects with other state government agencies to insure their professional and operational needs are met; to supervise and work with architectural and/or engineering firms and construction contractors to ensure their work meets the departments' requirements and program needs.

To prepare project descriptions and estimates for the development of the state capital projects' budget based on the needs of executive branch agencies.

To participate in drafting Requests for Proposals (RFPs) for design professionals and construction contractors.

To oversee the architectural and engineering plans and specifications on various projects from the programming phase through construction documents.

To make recommendations on architectural/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 review plans for constructability in compliance with programming, fire, life, and safety codes.

To organize, chair, and represent the division at routine project meetings and provides advice that will help facilitate economical, efficient and desirable design, engineering and construction procedures.

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

To visits project sites regularly to observe work in progress to ensure the contractor(s) is (are) building according to plans and specifications and the project is on schedule.

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 project field activities.
- To insure 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's necessary for the construction and operation of the project.
- To prepare monthly and annual updates for assigned projects.
- To evaluate and make recommendations on any changes recommended by the design team or contractor.
- To review and submit recommendations for all requests for payment under vendor agreements.
- To identify any suggestions or changes that could improve the design or reduce costs.
- To oversee and monitor the progress of the project construction with regular site visits to maintain the project schedule.
- To review and make comment on monthly project schedules including percent work complete and percent of budget expended.
- To keep track of 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 assure timely turnaround of shop drawings and submittals by architects and vendors.
- To maintain accurate and up-to-date files of all project related meetings.
- To make comment on the analysis, selection, delivery and installation of fixtures, furnishings and equipment.
- To coordinate design and construction professionals to prepare 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, green building certification and occupant move in.
- 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 architectural and engineering methods and practices in the design and development of buildings and building systems for either renovation or new construction; 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 architectural and engineering firms (including the drafting of RFPs) and the evaluation of vendor's qualifications; the ability to utilize a computer and common applications used in construction contracting and management including CAD, AIA documents, Word, Excel and Scheduling Software; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree with specialization in Construction Management, Architecture or Engineering as related to building construction; and
Experience: Such as may have been gained through: considerable employment in a responsible capacity in the field of 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.

Class Created: July 1, 2012