



SEPTEMBER 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0186/0187

FACILITIES PROJECT MANAGER I/II

DEFINITION

Under general supervision or direction, plans, analyzes, and manages capital improvement and construction projects of various scope, from inception to completion; manages the County's real property lease program; performs space assessments and financial and administrative studies related to capital improvement projects; negotiates, oversees, and administers subcontractor and consultant contracts; provides support services to departments on facility related issues; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned management personnel. Exercises no supervision over staff, but may provide direction to staff (contractors, consultants, and support personnel) on various field project work.

CLASS CHARACTERISTICS

Facilities Project Manager I: This is the entry-level class in the Facilities Project Manager series. Incumbents provide oversight of less complex or extensive project tasks and planning, organizing, reviewing, and evaluating capital improvement and construction projects; and managing County lease duties. Employees at this level usually exercise less independent discretion and judgment in matters related to work procedures and methods. Since this is an entry-level class, employees work under the general supervision while learn to master job tasks.

Facilities Project Manager II: This is the fully qualified journey-level class in the Facilities Project Manager series. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Employees at this level exercise considerable independence, initiative, and discretion positions at this level are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from Facilities Project Manager I by assignment of the full range of duties (which include difficult and complex project management) planning, organizing, reviewing, and evaluating capital improvement and construction projects; and managing County lease duties.

Positions in the Facilities Project Manager class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, requiring two (2) additional years of progressively complex projects exceeding \$1,000,000, and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Manages and administers building modifications or construction contracts for County buildings and facilities, from projects definition and requests for proposal through the construction phase and warranty period; ensures that projects are constructed in accordance with plans and specifications, the public contract code, and prudent construction project management procedures.

- Coordinates design teams, implementation teams, contractors, engineers, estimators, and inspectors; may provide direction and supervision to others in completion of assignments.
- Confers with County departments in developing project requirements, drawings, and preliminary cost estimates for projects to be used in establishing guidelines for contract architects and engineers.
- Consults with architects and civil, structural, mechanical, and electrical engineers, as required, to coordinate the preparation of plans and specifications for new buildings and miscellaneous construction projects for construction and bidding purposes.
- Coordinates plan review by County building officials for building permits and coordinates with outside agencies, utilities, and others for ancillary needs for facility development.
- Coordinates approvals of materials and shop drawings; reviews and recommends change orders and progress payments on construction projects; maintains project administration files.
- Inspects or reviews work under construction to ensure that new construction and alteration work complies with plans, specifications, and codes.
- Reviews and checks for accuracy progress reports submitted by contractors.
- Prepares a variety of written correspondence including cost estimates, project budgets, and operational correspondence; prepares or coordinates special research studies and comprehensive reports related to County building facilities.
- Manages the County Lease Program including lease negotiations, building issues, Americans with Disabilities Act, and tenant improvements.
- Confers with County departments regarding budget requests for facility maintenance and improvements, space needs, and lease or prospective lease space.
- Gathers and analyzes data and information affecting departmental space and facility needs; and conducts studies concerning suitability of existing and proposed buildings.
- Manages all aspects of County staff office relocations and office reconfigurations.
- Manages the security installations and upgrades for all leased and owned County buildings.
- Represents the department in meetings with elected officials, governmental or private sector organizations, and citizens' groups.
- Directs the work of professional, support, and contracted staff in on a project basis.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Knowledge of modern construction practices and methods, as well as public contracting law.
- Applicable federal, state, and local codes, ordinances, and regulations.
- Principles and practices of building design, construction, facilities operations, and real property management from concept to completion.
- Principles and practices of contract administration and construction project management.
- Principles and practices of budget development, administration, and financial analysis.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan and organize building design and construction projects.
- Analyze construction problems, evaluate alternatives, and make sound recommendations.
- Define projects, prepare requests for proposal, evaluate proposals and negotiate terms, and manage and administer contracts after award.
- Prepare complete, concise, and accurate correspondence and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Facilities Project Manager I:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in construction management, facilities planning, engineering, business administration, construction technology, or a closely related field;

AND

Four (4) years of progressively increasingly responsible experience in construction project management and capital projects planning; managing the construction and design of small to moderate size capital improvements and construction projects ranging from \$100,000 to \$1,000,000 in scope.

Facilities Project Manager II:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in construction management, facilities planning, engineering, business administration, construction technology, or a closely related field;

AND

Six (6) years of progressively increasingly responsible experience in construction project management and capital projects planning; managing the construction and design of complex projects exceeding \$1,000,000 are required at this level.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect County development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees may work indoors in a standard office setting or a field project trailer with limited amenities, and outdoors in all weather conditions. Employees may infrequently work in confined spaces, underground, and at heights above ground level. Employees may infrequently be exposed to fumes and dust, hazardous substances, and airborne hazardous substances. Employees may work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.