



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

## FACILITIES PROJECT MANAGER I/II

### DEFINITION & DISTINGUISHING CHARACTERISTICS

#### Definition:

Under ~~administrative~~ general supervision or direction, plans, analyzes, and manages capital improvement and construction projects of various scope, from inception to completion; ~~ensure that projects are constructed in accordance with plans and specifications;~~ manages the ~~public contract code, and prudent construction project management procedures;~~ perform County's real property lease program; performs space assessments and financial and administrative studies related to capital improvement projects; ~~to negotiate~~ negotiates, oversees, and ~~administer~~ administers subcontractor and consultant ~~agreements;~~ to provide ~~contracts;~~ provides support services to departments on facility related issues; and ~~to exercise technical and functional supervision of subcontractors, consultants and support personnel.~~ performs related duties as assigned.

#### Distinguishing Characteristics:

#### 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 ~~for~~ in the Facilities Project Manager series. ~~This class is distinguished from the journey level by the performance~~ Incumbents provide oversight of the more routine ~~less complex or extensive project tasks and planning, organizing, reviewing, and evaluating capital improvement and construction projects; and managing County lease duties assigned to positions within this series.~~ Employees at this level are not expected to perform with the same independence of direction ~~usually exercise less independent discretion~~ and judgment ~~on~~ in matters ~~allocated~~ related to the journey level work procedures and methods. Since this is an entry-level class, employees ~~may have limited related work experience.~~ Employees work under the general supervision while ~~learning~~ learn to master job tasks ~~and will exercise functional supervision over subcontractors, consultants and support personnel.~~

Facilities Project Manager II: This is the ~~full~~ fully qualified journey-level class ~~within~~ 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. ~~Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies within the work unit. Positions in this class are flexibly staffed. This class can perform difficult and complex project management assignments and exercise technical and functional supervision over subcontractors, consultants and support personnel (which include difficult and complex project~~

management) planning, organizing, reviewing, and evaluating capital improvement and construction projects; and managing County lease duties.

~~The Facilities Project Management class is distinguished from the classes in the engineering series in that engineers have characteristics of licensed professional engineers, have responsibilities to prepare plans for construction projects, have educational backgrounds that are primarily related to engineering courses; and have limited emphasis on responsibilities typical of a project management professional.~~

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 ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)**

- ~~• Confer with County departments regarding budget requests for facility maintenance and improvements, space needs and lease or prospective lease space.~~
- ~~• Gather and analyze data and information affecting departmental space and facility needs; and conduct studies concerning suitability of existing and proposed buildings.~~

#### **Manage**

- Manages and administers building ~~modification~~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.
- ~~Confer~~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 ~~City or~~ 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~~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 ~~the~~ progress reports submitted by contractors.
- Prepares a variety of written correspondence including cost estimates, ~~project~~project budgets, and operational correspondence; prepares or coordinates special research ~~studies~~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~~ citizens' groups.—
- > Directs the work of professional, support, and contracted staff in on a project basis.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- > Performs related work duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

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

~~Equivalent to graduation from a four-year college or university with major coursework in Construction Management, Facilities Planning, Engineering, Business Administration, Construction Technology, or a closely related field.~~

**-and-**

### **Experience:**—

**Level I:** ~~Four (4) years of progressively 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, (\$50,000 to \$1,000,000).~~

**Level II:** ~~In addition to the above education and experience, two (2) additional years of progressively complex projects exceeding \$1,000,000 are required at this level.~~

### **Other Requirements:**

~~Must possess and maintain a valid California driver's license~~

### **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.
- Leadership skills and the ability to delegate appropriate tasks to technical and non-technical support personnel.

### **Skill in:**

- Using spreadsheet and word processing programs at an intermediate or higher level.
- Verbal and written communication.
- > 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 ~~programs~~ 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.
- ~~Represent~~ 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 ~~and groups.~~
- 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 ~~and~~, maintain, and foster positive and effective working relationships with those ~~encountered~~ contacted in the course of ~~the~~ 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.

### **ENVIRONMENTAL CONDITIONS/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**The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **Environment:**

#### Work is primarily performed

Employees may work indoors in a standard office setting or a field project trailer with limited amenities, and ~~infrequently~~ outdoors in all weather conditions. ~~Incumbent~~Employees may infrequently work in confined spaces, underground, and at heights above ground level. ~~Incumbent~~Employees may infrequently be exposed to fumes and dust, hazardous substances, and airborne hazardous substances.

### **Physical:**

Primary functions require sufficient 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 ~~ability to work in an indoor or outdoor setting; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, walking, stooping, bending, reaching; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, grasping and holding; lifting, carrying, pushing or pulling of objects weighing up to 15 lbs. **Occasional** climbing. **Infrequent** lifting, carrying or pulling objects weighing more than 15 lbs~~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.

### **HISTORY**

~~JCN: 0186 — Facilities Project Manager I, 0187 — Facilities Project Manager II~~

~~Created: FEB 2012 — BOS resolution 016-2012~~

~~Revised: MAY 2013 — HRD~~