



## Classification Description

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**OUR VISION:**

*To be the acknowledged leader in public assembly venue management in the region*

**OUR MISSION:**

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

**OUR VALUES:**

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

|                              |  |                         |                 |
|------------------------------|--|-------------------------|-----------------|
| <b>Job Title</b>             | Construction Project Manager   | <b>Bargaining Unit</b>  | Non-represented |
| <b>Functional Job Family</b> | Operations   | <b>Classification #</b> | 8288            |
| <b>FLSA</b>                  | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt   | <b>Salary Grade #</b>   | 324             |
| <b>Position Status</b>       | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | <b>Revision Date</b>    | May 2007        |

**Summary:**

Assist in the planning, implementation and management of capital and construction projects for all MERC facilities. Assist in the management and oversight of MERC's capital budget.

**Reasonable Accommodations:**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

**Essential Functions:**

- Research, review, and collect data regarding capital projects; provide cost estimates.
- Assist in assessing the budgetary impact of projects.
- Review and approve capital expenditures for all assigned projects.
- Research and develop specifications for projects.
- Solicit and negotiate professional service contractors.
- Manage bid process; prepare and issue requests for bids and requests for proposals.
- Develop, prepare, and review drawings, bid specifications, contracts, and other reports as necessary.
- Ensures projects are managed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Owner Controlled Insurance Program (OCIP), Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

**Secondary Functions:**

- Inspect and evaluate physical aspects of facilities.
- Other duties which may be necessary or desirable to support the agency's success.

**Supervisory Responsibilities:**



This position is primarily an individual contributor. This position has no supervisory responsibilities but provides guidance and leadership on specialized areas to internal clients, and to less experienced members of the work group. This position provides expert staff support to the MERC Commission as needed.

**Education and/or Experience; Certificates, Licenses, and Registrations:**

- Bachelor's Degree with major course work in construction, engineering or related field, and
- A minimum of three (3) years of experience in construction or project management, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- Current and valid driver's license issued in the state of residence.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of pertinent Federal, State and local laws, codes and regulations that affect and impact work.
- Knowledge of methods, practices and procedures used in the construction, maintenance and remodeling of capital and construction projects.
- Knowledge of architectural design principles, practices and procedures.
- Knowledge of basic accounting practices as they relate to capital budgeting.
- Skill in the use of CAD and project management software.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to read and interpret schematics, CAD, blueprints and architectural drawings.
- Ability to analyze information and use logic to resolve issues and problems.
- Ability to manage resources in an effective and efficient manner.
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to manage projects using best practices, in an effective manner.
- Ability to establish and maintain cooperative working relationships with all persons contacted in the course of work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work nights, weekends and holidays.

**Physical Demands / Work Environment:**

- Continuously required to hear and/or respond to verbal/audio cues; see and/or respond to visual cues.
- Frequently required to sit for extended periods of time; stand and/or walk for extended periods of time; perform repetitive motions of hands and wrist; read computer screen; exposed to wet, humid conditions and/or outdoor weather conditions.
- Occasionally required to; reach with hands and arms; work near or around moving mechanical parts.
- Rarely required to lift, push, pull and/or carry objects up to 25 pounds; climb, stoop, kneel, crouch or crawl; twist and/or bend; work near or around electricity; exposed to fumes or airborne particles.



*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*

APPROVED:

\_\_\_\_\_ Date

\_\_\_\_\_ Date