

Classification description



Title: Construction Project Manager I, II
Job Code: 0476, 0477
Pay Range: 20, 22
FLSA Status: Exempt - Administrative

Employee Group: AFSCME 3580
Established: January 2018
Revised: N/A
EEO Category: Professional

DESCRIPTION

Jobs assigned to this series perform a variety of project management services including the oversight of and supervision, planning, design, construction and inspection services for Metro capital projects; prepares and manages contracts for design and construction, maintains project files, provides planning, design, construction, services, and maintenance recommendations; supervises activities of consultants, architects, engineers, inspectors and construction contractors.

DISTINGUISHING FEATURES

This classification series includes Construction Project Manager I and Construction Project Manager II. Increased levels of assignment complexity, difficulty and accountability characterize the different levels in this series.

The Construction Project Manager I is assigned responsibilities that require specific, in-depth expertise in the area of construction project management. The Construction Project Managers at this level may receive guidance from Construction Project Manager IIs and are responsible for less complex and lower risk projects.

The Construction Project Manager II is assigned responsibilities that require advanced knowledge. Construction Project Managers at this level operate at a higher, more autonomous project management level than Level Is. In general, these projects are more complex and have a higher risk and receive limited direction and management support to complete assigned projects. Projects at this level usually require regular interactions with Program Director and above levels at Metro.

DUTIES AND RESPONSIBILITIES

Construction Project Manager I

1. Identifies and develops scope, schedule and budget for implementing capital improvement projects for Metro. Develops, prepares and reviews drawings, bid specifications, contracts and other various requirements for each project.
2. Performs the duties as Metro's project manager and contract administrator.
3. Coordinates, monitors and evaluates construction progress. Inspects work and ensures compliance with specifications and timeliness of work completion.
4. Analyzes suggestions for modification and recommends appropriate action to department administration, architects and contractors. Coordinates contract change approval.

5. Develops, organizes and compiles all data to prepare records from the initial planning, design through construction, completion, operational testing and after-test modifications. Monitors ongoing status and notifies Metro administration of project progress, issues, and compliance.
6. Supervises the activities of architects, engineers and contractors on Metro projects.
7. Coordinates activities and ensures flow of information between architects, engineers, contractors and Metro administration.
8. Reviews and recommends action on contract progress payment requests.
9. Prepares reports and maintains files on construction process and equipment procurement.
10. Maintains and exhibits discretion with confidential and/or sensitive information.
11. Provides guidance to Metro staff on requirements specific to public improvement projects.

Construction Project Manager II

In addition to the duties and responsibilities performed by the Construction Project Manager I, the Construction Project Manager II:

1. Plans, develops and executes programs, objectives, strategies and budgets on more complex projects. This usually translates in higher budget level projects, but also includes lower value high risk projects.
2. Initiates identifying, developing, and executing alternative procurement strategies for projects.
3. May assist with capital planning process for Metro departments.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

Construction Project Manager I

- Bachelor's degree in civil engineering or construction engineering or related field and
- Two years of supervisory experience in public construction management or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- Current driver's license and driving record sufficient to be insured by Metro insurance carrier

Construction Project Manager II

- Bachelor's degree in civil engineering or construction engineering or related field and
- Four years of supervisory experience in public construction management or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- Current driver's license and driving record sufficient to be insured by Metro insurance carrier

Knowledge, Skills and Abilities:

- Thorough knowledge of design and construction processes and procedures
- Thorough knowledge and ability to apply local, regional and state governmental construction code requirements and regulations
- Project management administration and management principles and techniques
- Various construction methods and systems such as structural, mechanical, electrical, plumbing, etc.
- Accurately read, analyze and interpret construction and contract documents
- Organize and coordinate a variety of projects and individuals to ensure timely and efficient completion of projects
- Maintain accurate written records, reports and budgets
- Communicate effectively, both orally and in writing
- Effectively work with a variety of individuals, contractors, the public and other Metro staff
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Use discretion with confidential and sensitive matters

Additional Requirements:

- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Construction Project Manager Office (cPMO) Manager

SUPERVISION EXERCISED

This position has no supervisor responsibility but may provide leadership and guidance to administrative staff and/or employees working on projects.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Hard hat, safety glasses, safety vest, hearing protection, etc. necessary for safe access to Metro facilities during normal operations and during construction projects.

WORK ENVIRONMENT

As necessary to meet workload demands, works outside of typical schedule including evening/weekend hours. Work may require travel to off-site locations.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.