City of Portland Job Code: 30000718

CLASS SPECIFICATION Facilities Construction Project Manager

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, performs a wide variety of highly responsible, professional-level duties in the development, management, coordination, oversight and inspection of construction, renovation, rehabilitation and remodeling programs and projects on City-owned real properties and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is the advanced professional-level class in the facilities construction project manager series. Facilities Construction Project Manager is distinguished from the Facilities Construction Project Specialist in that the latter is responsible for smaller construction, maintenance and alteration projects, and the former is responsible for taking large, complex construction and renovation projects from concept to completion, including assistance and advice on project funding. Assignments and projects vary, encompass a variety of tasks, seldom require detailed instructions, and require sound professional judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- 1. Provides technical and professional assistance and advice to City officials and staff regarding the construction, rehabilitation, renovation and alteration of City-owned facilities and properties; explains City construction and renovation policies, procedures and standards to City staff, engineers, architects, contractors, tenants and others.
- 2. Inspects City-owned facilities and properties to determine renovation, alteration and maintenance needs; advises City staff and others regarding the best methods of correcting deficiencies.
- 3. Assists and advises City staff on potential funding sources for proposed construction and renovation projects, including public and private grants and loans; assists City staff in applying for public and private grants and loans.
- 4. Secures advice from and advises City staff, engineers, architects and contractors on matters relevant to construction methods, materials and types of construction.
- 5. Develops and designs criteria for construction, rehabilitation and remodeling projects to meet federal, state and local codes and regulations; consults with engineers, architects and contractors regarding the design of construction, rehabilitation and remodeling projects for a wide variety of facilities, including buildings, structures, offices, parks, and recreational, commercial and other special-purpose

- facilities; researches and develops design criteria for the preservation and restoration of historic buildings and facilities.
- 6. Prepares and reviews design and construction cost estimates, budgets and oversees specifications for small to very large construction, rehabilitation, renovation and remodeling projects; conducts pre-bid conferences; reviews and analyzes submitted bids and advises division and City staff regarding the selection of the successful bidder.
- 7. Conducts pre-construction conferences; negotiates contracts, addendum and change orders; evaluates and processes construction disbursements; monitors construction for contract and code compliance; conducts regular site visits to check project progress and compliance; interprets contract documents, technical specifications and plans; issues verbal and written directives; acts as mediator and coordinator between contractors and City staff; checks completed work to ensure compliance with all applicable codes, laws and regulations; certifies completion of assigned projects and authorizes contractor payments.
- 8. Acts as owner/agent for assigned projects.
- 9. Creates and maintains detailed project records, files, reports and correspondence.
- 10. Explains the City's purchasing and payment processes to City staff and contractors.
- 11. Investigates and resolves complaints and problems.
- 12. Interprets codes and regulations; explains required inspections and construction requirements to architects, engineers, contractors, lending institutions and City staff.
- 13. Researches and keeps abreast of current construction techniques, materials, trends and funding sources.
- 14. Investigates and enforces warranty provisions.

OTHER DUTIES

- 1. Participates in the development of construction policies, procedures, guidelines and standards for City-owned facilities.
- 2. Participates in the development of short- and long-range capital improvement budgets for City-owned facilities.
- Represents the City to the public in explaining and describing construction and renovation projects; develops and presents written and visual materials describing City construction and renovation projects.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and methods used in various building construction craft areas.

- 2. Methods, techniques and materials used in the construction, remodeling and rehabilitation of buildings and facilities common to a large municipality.
- 3. Basic architectural and construction engineering principles.
- 4. Basic business contract law.
- 5. Construction financing sources, procedures and practices.
- 6. Laws, ordinances and codes regulating building construction and zoning.
- 7. Appropriate safety and fire prevention methods in construction.
- 8. Basic business budgeting and accounting principles.

Ability to:

- 1. Review plans and specifications for building and related construction and determine compliance of plans with codes and regulations.
- 2. Inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations.
- 3. Deal courteously and communicate effectively with a variety of individuals in the course of the work, including the resolution of job-related problems with contractors, architects and engineers.
- 4. Maintain accurate records and prepare clear and concise reports and documentation.
- 5. Make sound judgments within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined about is graduation from a four-year college of or university with a degree in construction management, architecture, public or business administration, or a closely related field; and three years of progressively responsible building construction management experience; or an equivalent combination of training an experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 10-03-08 Minor clarifying changes.

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0970 PROGRAM MANAGER II. Adopted: 07-01-92

1134 SENIOR FACILITIES & MAINTENANCE SUPERVISOR. Adopted: 07-01-92

June 2009 - Change Job Class number from 7726 to 30000718, due to system change.