

## STATE OF CALIFORNIA

Judicial Branch  
Judicial Council of California

Class Code: 3854  
December 2007

### **SENIOR DESIGN AND CONSTRUCTION PROJECT MANAGER**

#### **DEFINITION**

Under limited direction, performs project leadership, planning, and management of project design and construction for the most specialized and complex judicial branch facility projects; performs related work as assigned.

#### **CLASS CHARACTERISTICS**

*Senior Design and Construction Project Manager* is the senior-level class in this series. Incumbents in this class are responsible for the planning and design of new capital construction and major renovation projects. Incumbents participate in developing policies, procedures, standards, and evaluation tools for planning, design and construction matters involving judicial branch facilities. Senior Design and Construction Project Managers make decisions and recommendations that are recognized as authoritative and have significant impact on architectural activities. Incumbents are also responsible for providing lead direction and work review of project management staff, project architects and external professional consultants on multiple concurrent projects.

#### **EXAMPLES OF DUTIES (illustrative only)**

- Initiates and manages all phases of capital project development and execution; including project budgeting; selection of outside professional consultants; preparation of professional services contracts and construction contracts.
- Develops best practices and quality assurance measures for project delivery policies and procedures.
- Interacts with court executives and presiding judges involved in new construction and major remodeling projects.
- Conducts special studies as assigned and prepares reports on findings.
- Develops standards for design and technical specifications for judicial branch projects.
- Guides consultants, or develops new design concepts and technical developments for applicability to judicial branch facilities.
- Oversees the work of assigned subordinate staff, consultants, and contractors with responsibility for insuring that the projects are completed on schedule and within budget.
- Develops and maintains a cost estimating database necessary for budgeting of projects for judicial branch facilities.
- Reviews completed projects, designs or studies for policy and budgetary compliance; may perform technical review of designs.
- Makes presentations at the executive level under the direction of division management.

## **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

## **QUALIFICATIONS**

Knowledge of:

- Project Management and quality assurance techniques for successful execution of major design and construction projects.
- Advanced design principles, construction industry practices, regulations, critical issues, emerging trends with judicial buildings.
- Leadership techniques for successful outcomes with diverse teams of individuals.

Ability to:

- Serve as a leader in the professional community regarding the judicial branch court construction and management program.
- Foster the development of excellent and responsible architectural design and construction.
- Develop programs and systems for statewide application regarding architectural design, and construction.
- Write clear and concise reports and technical descriptions. Prepare and deliver effective oral presentations, especially on technical subjects.
- Analyze project and construction schedules and costs estimates, change orders, and construction invoices
- Identify and anticipate problems in design documents prepared by others
- Identify and anticipate problems, recommend productive solutions, and take effective actions to mitigate risk to project
- Understand and implement basic construction risk management strategies.
- Plan, manage, and deliver multiple projects.
- Organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships, and evaluate the work of consultants, contractors, and others.
- Employ computer applications to collect, analyze and communicate information.
- Use tact and discretion in dealing with those contacted in the course of the work.

## **LICENSES AND CERTIFICATES**

Licensing in the State of California as an architect, engineer, certification as a construction manager or other applicable certifications are preferred.

## **EDUCATION AND EXPERIENCE**

Graduation with Bachelor's degree from an accredited college with a degree in architecture, engineering, or other appropriate discipline. Nine years of professional architectural experience as a project manager in charge of planning, design, and construction work. The required experience must include the successful completion of at least two significant building assignments, which demonstrate the ability to manage multiple concurrent design and construction projects.

OR

Two years as a Design and Construction Project Manager III with the judicial branch.