

Project Manager

JOB FAMILY DEFINITION

This classification falls within the Facilities Project Management Job Family encompassing a range of work in which incumbents are responsible for providing the full scope of design and construction project management services for new and/or major large-scale modernization/renovation projects and/or multiple facility modification projects across the state from inception through completion and activation. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing the full scope of professional journey-level project management for facility modification and capital outlay projects. Projects encompass all project phases, including site selection and acquisition, design and construction for capital projects, and/or design and construction for facility modification projects. This position provides technical review and direction for the entire design and construction process for an assigned project including coordination of internal team members, outside agency team members, consultants, and contractors.

DISTINGUISHING CHARACTERISTICS

The Project Manager class is distinguished from the Senior Project Manager in that the latter is responsible for providing advanced journey-level project management for the largest and/or most complex projects and are considered subject matter experts with unique and specialized knowledge in a specific professional discipline in the design and construction field such as, but not limited to, architecture, engineering, building engineering, or construction management.

Incumbents in the Project Manager classification have technical expertise, authority over, and management responsibilities for, the projects they are assigned, and, as such, exercise independent judgment in implementing policies, procedures, and standards for the projects they manage, within the confines of agency policies and strategic directives. An incumbent in this position generally has budget authority for the day-to-day expenditures of assigned projects, with general oversight provided by a Manager.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Manages new and/or major renovation projects and/or multiple facility modifications projects.
- Develops, reviews, maintains, and approves project scope, schedules, and budget reports as required; develops and monitors project plan and milestones.
- Collaborates with procurement staff to execute the solicitation process for professional design, engineering, and construction services including, but not limited to, developing project specifications; interviewing, rating and selecting firms for projects; negotiating contracts, amendments, and change orders; and overseeing contract expenditures and deliverables.
- Assists in the development of criteria for site selection process; coordinates environmental and site design; works closely with real estate division on the acquisition process.

- Manages programming, design and construction phases, and schedule ensuring adherence to specifications, standards, rules, and regulations; monitors schedule for impacts on budgets and funding cycle; prepares and distributes project updates.
- Conducts site visits to verify work being performed is in accordance with regulations, quality assurance standards, and contract deliverables.
- Develops and implements project goals, objectives, policies, procedures, and work standards.
- Establishes and coordinates quality control and project close-out processes.
- Updates and maintains project information.
- Oversees project budget and expenditures; analyzes and monitors project financial data.
- Represents the work unit to customers, other agencies, and external technical experts; collaborates with executive stakeholders.
- Conducts special studies which may include, but are not limited to, renovation and expansion of existing buildings, cost analysis, repurposing/adaptive reuse, space allocation analysis, relocation options, and project funding options.
- Prepares and presents reports; reviews plans and specifications.
- Develops and prepares meeting content; organizes and facilitates meetings.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific project management tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, preferably in architecture, engineering, building engineering or construction management, and four (4) years of construction/project management experience. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- Valid driver’s license, as assigned.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Project management principles, practices, and methods;
- Engineering construction principles, methods, practices, and techniques;
- Construction delivery methods and associate administration;
- Architectural plans, engineering diagrams and reports;
- Principles and practices of conflict resolution and negotiation;
- Building systems, including, but not limited to, structural, mechanical, electrical, information technology, audiovisual, and security;

- Contract administration principles and contracting process;
- Modern procurement;
- Cost estimating for construction, professional services, and permitting;
- Quality assurance practices and methods;
- Mathematical concepts;
- Safe work practices and methods;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Providing project management, organization, and logistics;
- Reading and interpreting architectural and engineering plans and specifications;
- Understanding and applying construction and engineering terminology;
- Developing scopes of work;
- Estimating project costs and time requirements;
- Developing/understanding contract language and conditions;
- Providing quality assurance activities for construction projects;
- Managing budgets and expenditures;
- Managing procurement processes;
- Managing different professional disciplines on a project team;
- Managing project record keeping;
- Coordinating deadlines and prioritizing competing demands;
- Providing negotiation and conflict resolution;
- Implementing project specific goals, objectives, policies, procedures, and work standards based on agency-wide standards and practices;
- Preparing and delivering formal presentations;
- Performing mathematical calculations;
- Applying safe work practices;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, fumes, noxious odors, dust, mist, gases, poor ventilation, underground/confined/restricted workspaces, loud noise, and external heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require frequent statewide travel, including overnight travel.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*