



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Facility Project Manager **LAST UPDATED:** 05/07/2014
DEPARTMENT: City Manager's Office **JOB CLASS:**
REPORTS TO: Assistant City Manager **FLSA DESIGNATION:** EXEMPT

Summary: Under general direction of the assigned Assistant City Manager, the Facility Project Manager coordinates new construction projects and facility renovation projects from initiation stage through planning, design and construction. Coordinates and directs the implementation and inspection of all City construction projects. Acts as the City representative on all City facility building projects; coordinates the design development process of City buildings; coordinates assigned activities with other departments and outside agencies; and provides highly complex technical and administrative support to the assigned Assistant City Manager. Oversees internal and third party technical and professional inspection services staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Serves as City's representative for all building construction projects of City facilities.
- Serves as technical liaison between design architects, engineers, and sub-consultants, and City departments for the design development and construction of City building facilities.
- Coordinates with Assistant City Manager and City staff and building committees to facilitate facility planning, budgeting and scheduling for construction projects and proposals.
- Participates in the development of Request for Proposals\Qualifications and other bid documents. Coordinates scheduling and participates in, with Purchasing staff, the procurement process for professional services to include but not limited to architectural services, construction management, general contractor, inspection services and other related services.
- Coordinates and conducts pre-construction meetings with contractors; meet with contractors to interpret points, plans and specifications; coordinates and conduct meetings with building and construction professionals to address matters relating to inspections; provides technical guidance and interpretation; ensures compliance with city and industry standards, procedures and regulations.
- Works with City Management to develop recommendations for selection of professional construction services.
- Manages the examination and analysis of construction materials; initiate/and or accept minor deviations from materials standards and specifications.
- Works with Assistant City Manager and City staff to develop and maintain facility construction project budgets.
- Prepares construction contracts and monitors their execution and distribution.
- Reviews plans and specifications for compliance with appropriate building codes and project requirements.
- Monitors and facilitates resolution of construction contract disputes and claims.
- Monitors construction work during progress during all phases of construction and upon completion for conformance to plans and specifications; ensures compliance with building and construction standards, codes, ordinances and regulations;

- Initiates and/or accepts minor deviations to construction standards and specifications.
- Monitors preliminary and final inspections; oversees construction project closeout activities; determine acceptability of construction work and sign off on project completion.
- Prepares construction plan reviews; prepare various inspection reports as required; prepares memoranda and letters for supervisor's signature; maintains files and reports regarding inspection and plan check activities and findings; maintains project files and construction drawings.
- Reviews incoming plans for new projects and as-built plans after project is completed.
- Reviews and approves various contractors' monthly estimates for payment as assigned.
- Assists other department staff with inspection issues; maintain communication with other departments including Public Safety and Community Development.

Other Important Duties:

- Travels to inspect construction project sites and to attend meetings, conferences and training.
- Reviews tapes of sewer lines after television inspection is complete.
- Requires regular early and late work house in order to complete assigned activities.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of facilities planning and construction management processes and procedures.
- Knowledge of Pertinent Federal., State and local laws, codes and regulations.
- Knowledge of estimating, budgeting, and scheduling practices.
- Knowledge of current status of costs of new construction, escalation factors and market trends.
- Knowledge of City policies and procedures
- Knowledge of City building codes and standards of practices and building construction materials and methods.
- Knowledge of local, regional, and state industry standards, specifications, and practices for building construction projects.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work and to perform mathematical computations rapidly and accurately.
- Knowledge of methods and techniques of collecting, analyzing and testing construction materials.
- Knowledge of accepted safety standards and methods of construction.
- Knowledge of customer service and public relations methods and practices.
- Proficiency in the use of computers and related equipment, hardware and software.
- Proficiency in written and verbal communications.
- Proficiency in negotiating, communication and project management skills.
- Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Knowledge of required methods and techniques for collecting, analyzing and testing construction materials and have the ability interpret reports generated from such testing.
- Ability to read, understand and carry out testing procedures for soils, asphaltic material, concrete cylinders, structural assessments, material gradations and densities.
- Ability to read and interpret blueprints, plans and specifications.
- Skill in the principles of project management and coordination of various resources to include internal City staff, contractors and consultants.
- Skill in planning, organizing, coordinating and directing complex projects.

Preferred Education, Experience, and Certifications:

- Bachelor's degree from an accredited college or university with major coursework in Construction Management, Architecture, Engineering or related field and **and** Five (5) years of inspection experience or construction management experience involving the construction of large scale and complex facilities; **or** (10) ten years of progressively responsible building inspection or construction management experience involving the construction of large scale and complex facilities; **or** equivalent combination of education and experience.
- Preference may be given to individuals who possess the Certified Construction Manager Certification (CCM) and/or the Project Management Professional (PMP) Certification.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess State of Texas Drivers License and pass Motor Vehicle Records check.

Environmental Factors and Conditions/Physical Requirements:

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking over rough terrain, bending, reaching, kneeling or climbing ladders into trenches or up on roofs when inspecting construction and land development sites.
- May be subject to exposure to extreme weather conditions, hazardous materials, chemicals and fumes, heavy construction equipment, confined spaces, heights, air and water borne pathogens.
- May work extended hours, evenings and weekends.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, construction tools used to verify field work of contractors and subcontractors (examples include but not limited to transits, levels, construction calculator, etc.) and City vehicles.

Approved By:

Signed by Ron Patterson, Assistant City Manager
Ron Patterson, Assistant City Manager

05/14/2014
Date


Shannon K. Allyn, HR Generalist

05/10/2014
Date