Job Title: Facilities Project Manager 1

JOB SUMMARY

The Facilities Project Manager I is responsible for the technical review of project designs for proposed projects.

MAJOR DUTIES

Performs technical review of design, scope of work, and ensures initial cost estimates are reasonable and within budget limitations;
Provides overall management and coordination with architects/engineers/contractors, other agency officials, local governments, and compliance entities;
Coordinates evaluation and selection of contractor bids and contracts;
Enforces contract provisions and resolves budgetary and scheduling issues;
Ensures the projects are in compliance with the specifications and requirements of the design documents;
Ensure that potential contractors are thoroughly investigated and their past work is examined to ensure that past contracts have been upheld and work has been performed to prescribed standards;
Verifies funding sources, correctly maintains project budgets, and confers regularly with appropriate parties to reconcile budgeted amounts;
Makes periodic on-site inspections of projects to document that construction is proceeding per contract specifications;
Maintains knowledge of current trends and developments in the field.

COMPETENCIES

Knowledge of construction management competencies, contract management, materials management, and project management
Knowledge of budgeting and value engineering
Ability to break larger tasks into manageable smaller tasks
Skill in accurate recordkeeping and organization
Skills in interpersonal relations and in dealing with the public
Oral and written communication skills
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Skill in the operation of computers and job related software programs
MINIMUM QUALIFICATIONS

Associate’s degree in architecture, construction, or related field *and* Three (3) years of work related experience

Note: Experience in contracts/ materials management may be substituted for education on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.