Job Title: Facilities Project Manager 2

 JOB SUMMARY

The Facilities Project Manager 2 directs the planning, development, and implementation of operational support services for a facility and directs subordinate managers and staff.

MAJOR DUTIES

Manages support staff;
Manages maintenance, construction, renovation and repair activities;
Coordinates, reviews, monitors, and evaluates operational support services of a facility;
Develops and implements procedures relevant to facilities management operations;
Plans, schedules, and implements facility maintenance activities;
Reviews Federal, State, and/or other regulatory agency information for assigned area to direct quality improvement activities;
Conducts field reviews to inspect and assure compliance to maintenance and construction policies, procedures and standards;
Conducts technical analyses and studies to determine infrastructures, facility and physical plant needs;
Confirms that work is performed in accordance with all applicable guidelines and established practices;
Coordinates, plans, and directs maintenance and construction
Ensures that construction projects are completed within established guidelines;
Interprets blueprints and drawings;
Monitors work of vendors and contractors;
Prepares specifications for new or renovated structures;
Reviews plans and specifications and conducts onsite inspections;
Conducts routine statewide inspections of signage to ensure compliance with federal and state regulations.

COMPETENCIES

Ability to oversee all maintenance, construction and renovation projects and activities
Ability to prioritize and direct the work of others
Ability to break larger tasks into manageable smaller tasks
Knowledge of maintenance, construction and renovation activities
Ability to inspect equipment
Ability to assign and delegate repairs
Ability to schedule maintenance activities
Ability to work independently
Oral and written communication skills
Decision making and problem solving skills
Skill in interpersonal relation and in dealing with the public
Skill in the operation of computers and job related software programs

**MINIMUM QUALIFICATIONS**

Associate degree in architecture, construction or a related field *and* Five (5) years of related work 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.