



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

<p>Position: Facilities Project Manager</p> <p>Classification-Series: Construction Manager</p> <p>Occupational Grouping: Professional & Managerial Services</p> <p>Organizational Unit: Community Services</p>	<p>Position Control No: XX-XX-XX-XX</p> <p>FLSA Status: Exempt, Full-time, 40 hrs/wk</p> <p>Union – Grade: Non-Union – Grade 26</p> <p>Primary Job Location: 272 Mast Road, Dover, NH</p>
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JOB SUMMARY: Performs responsible managerial and administrative work associated with the coordination of municipal facility construction projects. Plan, develop, and oversee the completion of assigned repair, renovation and new construction projects to include coordinating and managing the overall planning, design, procurement, construction and activation of small, medium, and/or large projects, as assigned.

ACCOUNTABILITY: Works under the general administrative direction of the Director of Community Services. Consults and coordinates activities with assigned building committee(s) and/or designated facility manager. Duties are conducted with considerable independence and discretion. Work is evaluated through conferences, reports and observation of results.

SUPERVISION EXERCISED: Reviews work of assigned staff and/or contractor(s) in progress and upon completion for conformance with instructions, timeliness, technical adequacy and compliance with regulatory requirements. Serves as primary point of contact for assigned projects.

TYPICAL EQUIPMENT USED Computer; telephone; calculator; personal protective equipment; two-way radio and pager; passenger and commercial motor vehicles; copy and facsimile machines.

TYPICAL WORK ENVIRONMENT: Inside: 70% Outside: 30%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Schedules, initiates and manages all efforts necessary to complete assigned facility related construction projects.
2. Confers with assigned committee(s), staff, consultants, contractors and others to determine required scope of work and priority for facility related projects.
3. Performs or directs performance of site condition, structural, Mechanical, Electrical and Plumbing (MEP), and/or other studies and assessments, as necessary, in order to analyze facility conditions, identify deficiencies and recommend corrective measures.
4. Develops estimates of project cost, including design, construction and all other related expenses.
5. Prepares and presents construction project need and budgets for inclusion in Capital Improvements Plan and/or annual operating budget.
6. Directs preparation of specifications to meet project needs and ensure compliance with applicable building codes and construction standards; Assembles specifications and general conditions into coordinated bid package, as required.

7. Works with Purchasing Agent to prepare and issue requests for qualifications, proposals, request for quotes, and/or bid requests; review results and awards contracts. Works with both Purchasing Agent and General Legal Counsel on all contract related items.
8. Manage project budgets, initiate purchase orders, track project expenses against budget, manage project contingency, identify and resolve problems in financial records and contractor payments.
9. Direct the monitoring of job sites and enforce maintenance of a clean and safe work environment.
10. Direct the observation of tests and verification of work required by the contract documents. Record and report results, as required.
11. Coordinates project closeout documentation and ensures proper project closeout protocols are followed and closeout documents are archived for future use.
12. Ensures transfer of installed building systems information necessary for ongoing facility maintenance.
13. Manage project warranties for duration of warranty period.
14. Keeps assigned building committee(s) and/or other recipients of services advised of project progress. Coordinate with contractors throughout the project to ensure project status reports are updated and project is completed on time and within budget.
15. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
16. Familiar with and executes safe work procedures associated with assigned work.
17. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -Up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -Over 50 lbs.: Not required</p> <p>CARRY: -Up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -Over 50 lbs.: Not required.</p> <p>REACH: -Above shoulder height: Occasionally required. -At shoulder height: Frequently required. -Below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Rarely required. CROUCHING: Rarely required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Occasionally required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 1 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 3 hours Stand: 3 hour Walk: 2 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving instructions and information.

SIGHT: Necessary for performing job effectively.

TASTING & SMELLING: Sense of smell needed for detecting fumes and gasses.

TYPICAL WORK SURFACE(S): Tables; desk & chair; carpet, tile, concrete and wood floors; ladders and stairs; outside surfaces including flat, sloped and uneven ground; within operator cabs and on trucks.

TYPICAL CONTROLS & EQUIPMENT: Keyboard/pad; computer mouse; electronic, mechanical, hydraulic controls; analog and digital testing/measuring devices; radio/pager; motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts, electrical equipment, and on or around heavy equipment. May be exposed to fumes, fuels, paints, solvents, and airborne particles.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Thorough knowledge of methods, materials and equipment used in site development, building system installation and general facility construction. Considerable knowledge of hazards and safety requirements common to construction field. Ability to organize, coordinate and monitor the work of others. Ability to establish and maintain good customer, contractor and other department relationships. Strong verbal and written communication skills. Ability to prepare reports and maintain records. Sufficient physical strength, conditioning and agility to perform work under adverse and varying weather and climatic conditions. Strong computer skills (Word, Excel, Outlook and Internet Explorer). Demonstrated project management skills and ability to work under pressure, meet deadlines and remain organized. Ability to effectively work on multiple projects simultaneously.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Bachelor's degree in Business Administration, Construction Management, Engineering or a closely-related field and ten or more years of progressively responsible experience in facilities project management; OR any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities. Must maintain valid MV Operator license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input checked="" type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities. The duties and responsibilities of this position are governed by an extensive set of policies, regulations and rules.

Classification Established: 08/10/2000

Job Description Developed: 06/03/2016

Reviewed: