AUBURN
Human Resources

In-House Construction Project Manager I

Job Description

JOB INFORMATION

Job Code	NB50A
Job Description Title	In-House Construction Project Manager I
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	3/13/2025 4:10:40 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design & Construction

JOB SUMMARY

Under close supervision, the In-House Construction (IHC) Project Manager I oversees the successful execution of simple (i.e. single phase, single trade, short timeline) or small, less than $50k, construction projects from design handoff through financial closeout. This includes managing project schedules, budgets, resources, communication, and quality control while ensuring compliance with safety standards and client expectations.

RESPONSIBILITIES

- Oversees all aspects of small or simple construction projects, including communication, scheduling, budget management, planning, reviews, contracts, and quality control.
- Leads and participates in project meetings (e.g., pre-construction, regular updates) with clients, design teams, field teams, and leadership. Provides regular status updates and creates project reports.
- Reviews and tracks project budgets, ensuring completeness and alignment with financial goals. Monitors and reports actual and projected expenditures.
- Working with trade supervisors to procure and track materials for assigned projects, including verifying material orders, deliveries, and payment requirements.
- Reviews project bids, contracts, and change orders to ensure compliance with project specifications and requirements.
- Develops and manages project schedules, ensuring timely completion of milestones and effective use of labor and resources.
- Identifies and reports issues or deficiencies during construction and proposes solutions, collaborating with leadership as needed.
- Reviews and inspects project work to ensure compliance with project requirements. Coordinates inspections, including final and warranty inspections.
- Assists in project closeout by collecting required documentation, ensuring proper handoff to clients, and facilitating end-user training.
- Monitors and enforces safety protocols on construction sites to ensure a safe working environment.
- Maintains accurate project records, including regular updates in the project management database, and ensure proper documentation storage for future reference.
- Completes required training and pursues relevant development opportunities to enhance project management skills and knowledge. May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree	in Construction Trades, Building Science, or Project Management	and	0 years of	experience in construction trades, building science, and project management.	Or
High School Diploma or GED		and	4 years of	experience in construction trades, building science, and project management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			50 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.