AUBURN
Human Resources

In-House Construction Project Manager II

Job Description

JOB INFORMATION

Job Code	NB50B
Job Description Title	In-House Construction Project Manager II
Pay Grade	FM17
Range Minimum	$65,730
33rd %	$83,260
Range Midpoint	$92,020
67th %	$100,790
Range Maximum	$118,310
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	3/13/2025 4:10:52 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under general supervision, the In-House Construction (IHC) Project Manager II is responsible for the successful management and completion of simple (i.e. single phase, single trade, short timeline) or small to medium, up to $150k, 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 to medium construction projects, including communication, scheduling, budgeting, planning, contract management, and quality control.
- Leads regular construction update meetings with clients, design teams, field teams, and leadership to ensure alignment and clear communication.
- Communicates, both verbal and written, regularly with clients, design teams, field teams, leadership, and other project stakeholders to provide status updates. Maintains regular updates in the Facilities project management database. Responsible for the creation of regular reports as required.
- Reviews, tracks, and reports on project budgets, ensuring accuracy and reporting on actual and projected expenditures. Oversees the timely processing of requisitions, purchasing card purchases, and invoice approvals for assigned projects. Raises issues to leadership when necessary.
- Develops material requirements, manages the buyout process, tracks material orders, and verifies deliveries and payment terms to ensure timely procurement.
- Reviews and approves all bids, contracts, and change orders for assigned projects to ensure they meet project requirements.
- Develops, tracks, and manages project schedules, including in-house and contracted labor. Ensures schedules are met and issues are resolved promptly.
- Identifies problems during construction, recommends solutions, and implements approved changes to keep projects on track.
- Reviews project work to ensure compliance with project requirements and codes. Coordinates inspections, including final and warranty inspections, with relevant stakeholders.
- Coordinates project closeout by collecting and submitting all required documentation, ensuring proper archiving, and conducting end-user training and handoff.
- Monitors and enforces safety protocols on site, contributes to the development of safety plans, and ensures safety measures are followed throughout the project.

RESPONSIBILITIES

- Participates in ongoing training to develop skills and stay current with industry best practices. 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	May supervise employees but supervision is not the main focus of the job.

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	
Bachelor's Degree	in Construction trades, Building Science, or Project Management	and	3 years of	experience in construction trades, building science, project management.	Or
Associate's Degree	in Construction trades, Building Science, or Project Management	and	7 years of	experience in construction trades, building science, project management.	Or
High School Diploma or GED		and	11 years of	experience in construction trades, building science, project management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and understands fundamental concepts, practices, and procedures for project construction and project management.	
Limited exercise of judgment is required when less common methods or procedures are necessary.	
Proven record of successful completion of simple to moderate construction projects. Successful completion is defined as the completion of projects on schedule, within budget, and that meets client expectations. Successful completion also includes the completion of all project management requirements to include but not limited to quality project reports and notes, timely reporting and resolution of issues, quality and timely communication with all project stakeholders.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State			Required	And
	OHSA 10	within 90 Days	Required	

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.