AUBURN
Human Resources

In-House Construction Project Manager III

Job Description

JOB INFORMATION

Job Code	NB50C
Job Description Title	In-House Construction Project Manager III
Pay Grade	FM18
Range Minimum	$73,950
33rd %	$93,670
Range Midpoint	$103,520
67th %	$113,380
Range Maximum	$133,100
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	3/13/2025 4:11:05 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under limited supervision, the In-House Construction (IHC) Project Manager III leads and manages simple to moderately complex (i.e. multiple trades, long timeline) or medium to large, over $150K, construction projects from pre-design through financial closeout. This role involves overseeing project planning, scheduling, budgets, quality control, and communication to ensure successful project completion. The Project Manager works closely with teams and stakeholders, resolves conflicts, and ensures projects are delivered on time, within budget, and to required quality standards.

RESPONSIBILITIES

- Manages all aspects of multiple medium-to-large construction projects simultaneously, 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. Coordinates and may lead meetings starting in the pre-design phase of the project.
- Leads a team of construction professionals, resolving conflicts and fostering a positive, collaborative environment to ensure project success.
- Maintains clear and consistent verbal and written communication with clients, design teams, field teams, leadership, and other stakeholders to provide project updates and reports. Maintains regular updates in the Facilities project management database. Responsible for the creation of regular reports as required.
- Assists design teams and estimators in the cost-estimating process to support the development of project budgets. Reviews and provides feedback on project budgets to ensure budget accuracy.
- 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.
- Manages the development of material requirements, manages the buyout process, tracks material orders, and verifies deliveries and payment terms to ensure timely procurement.
- Develops, reviews, approves, and manages all bids, contracts, and change orders with contractors and vendors 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.

RESPONSIBILITIES

- Reviews project work to ensure compliance with project requirements and codes. Coordinates inspections, including final and warranty inspections, with relevant stakeholders.
- Manages 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.
- Assists in the development of and implementation of polices, standards, and procedures for the department.
- 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, and Project Management	and	5 years of	experience in construction trades, building science, and project management.	Or
Associate's Degree	in Construction trades, Building Science, and Project Management	and	9 years of	experience in construction trades, building science, and project management.	Or
High School Diploma or GED		and	13 years of	experience in construction trades, building science, and project management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Fully understands concepts, practices, and procedures for project construction and project management.	
Independently evaluates, selects, and applies standard architectural, engineering, and construction techniques and procedures while using judgement when making minor adaptations and modifications.	
Proven record of successful completion of moderately complex 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 30	within 90 Days	Required	And
Certified Associate in Project Management (CAPM)	or approved equivalent	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.