AUBURN
Human Resources

# Sr In-House Construction Project Manager

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | NB50D |
| Job Description Title | Sr In-House Construction Project Manager |
| Pay Grade | FM19 |
| Range Minimum | $83,190 |
| 33rd % | $105,370 |
| Range Midpoint | $116,470 |
| 67th % | $127,560 |
| Range Maximum | $149,740 |
| Exemption Status | Exempt |
| Approved Date: | 3/13/2025 4:11:18 PM |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

The Senior In-House Construction Project Manager leads all aspects of a program of moderately complex to complex (i.e. multiple trades, multiple phases, multiple contracts) or large, over $150K, construction projects from pre-design through financial closeout. This role involves the overseeing of multiple project teams, including project managers and construction technicians, to ensure successful project planning, scheduling, budgets, quality control, and communication. The Senior Project Manager works closely with departmental leadership, project teams and stakeholders in resolves conflicts, and ensures projects are delivered on time, within budget, and to required quality standards.

## RESPONSIBILITIES

- Leads all aspects of multiple large construction projects or program of 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. Leads meetings starting in the pre-design phase of projects to include participating in design reviews for all In-House Construction projects. phase of project.
- Leads a team of design and construction professionals, resolving conflicts and fostering a positive, collaborative environment to ensure project success across the department.
- Maintains clear and consistent verbal and written communication with high level clients, design teams, field teams, senior leadership, and other stakeholders to provide project updates and reports. Maintains regular updates in Facilities project management database. Responsible for the creation and issuing of regular communications and reports as required.
- Develops cost estimates and full project budgets.
- Reviews, tracks, and reports on project budgets, ensuring accuracy and reporting on actual and projected expenditures. Oversee the timely processing of requisitions, purchasing card purchases, and invoice approvals for assigned projects. Identify issues and propose solutions to leadership when necessary.
- Leads the development of material requirements, manage the buyout process, track material orders, and verify deliveries and payment terms to ensure timely procurement.
- Develops bid packages and ensure bid packages meet standards and requirements for projects. 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. Ensure schedules are met and issues are resolved promptly.
- Identifies problems during construction, develop solutions, and implement 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.

## RESPONSIBILITIES

- Manages project closeout by collecting and submitting all required documentation, ensuring proper archiving, and conducting end-user training and handoff.
- Monitors and enforce safety protocols on site, contribute to the development of safety plans, and ensure safety measures are followed throughout the project.
- Develops and implements polices, standards, and procedures for 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

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|---|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |

## 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 | Construction trades, building science, project management | and | 7 years of | Construction trades, building science, project management. 3 years at preceding level. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Fully understands concepts, practices, and procedures for project construction and project management. | |
| Fully competent in all conventional aspects of subject matter or functional area of assignments. | |
| Proven record of successful completion of multiple complex construction projects. Successful completion is defined as the completion of projects on schedule, within budget, and that exceeds client expectations. Successful completion also includes the completion of all project management requirements to include but not limited to high quality project reports and notes, timely reporting and resolution of complex issues, high 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 |
| | Professional engineer (PE), Registered Architect (RA), or Project Management Professional (PMP), or approved equivalent | | Required | And |
| | OHSA 30 | within 90 Days | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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.