

## JOB INFORMATION

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|--|--|
| Job Code   | NB50B                                    |
| Job Description Title                                    | In-House Construction Project Manager II |
| Pay Grade  | FM17                                     |
| Range Minimum  | \$64,760                                 |
| 33rd %   | \$82,030                                 |
| Range Midpoint   | \$90,660                                 |
| 67th %   | \$99,300                                 |
| Range Maximum  | \$116,570                                |
| 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: | Construction Management               |

## 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

|   |
|---|
| <ul style="list-style-type: none"> <li>Oversees all aspects of small to medium construction projects, including communication, scheduling, budgeting, planning, contract management, and quality control.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Leads regular construction update meetings with clients, design teams, field teams, and leadership to ensure alignment and clear communication.</li> </ul>   |
| <ul style="list-style-type: none"> <li>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.</li> </ul> |
| <ul style="list-style-type: none"> <li>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.</li> </ul>            |
| <ul style="list-style-type: none"> <li>Develops material requirements, manages the buyout process, tracks material orders, and verifies deliveries and payment terms to ensure timely procurement.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Reviews and approves all bids, contracts, and change orders for assigned projects to ensure they meet project requirements.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Develops, tracks, and manages project schedules, including in-house and contracted labor. Ensures schedules are met and issues are resolved promptly.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Identifies problems during construction, recommends solutions, and implements approved changes to keep projects on track.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Reviews project work to ensure compliance with project requirements and codes. Coordinates inspections, including final and warranty inspections, with relevant stakeholders.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Coordinates project closeout by collecting and submitting all required documentation, ensuring proper archiving, and conducting end-user training and handoff.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Monitors and enforces safety protocols on site, contributes to the development of safety plans, and ensures safety measures are followed throughout the project.</li> </ul>  |

## 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.

## 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 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 |   | 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          |            |        |

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| 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.