



JOB INFORMATION

Job Code	NC56A
Job Description Title	Mgr I, Facilities Project
Pay Grade	FM16
Range Minimum	\$59,100
33rd %	\$72,900
Range Midpoint	\$79,790
67th %	\$86,690
Range Maximum	\$100,480
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides construction management support and oversight of project scopes, budgets, contracts, design, bidding, construction compliance with codes and contracts, and day-to-day operational and tactical aspects associated with various projects and facilities.

RESPONSIBILITIES

- Coordinates and directs projects, making detailed plans to accomplish goals and directing the integration of technical activities.
- Reviews, and implements project budgets, bids, contracts, and schedules.
- Manages construction progress including ensuring that procedures and materials comply with specifications; observing work in progress; and performing physical inspections to assure timeliness, conformance with requirements, and acceptable workmanship.
- Performs administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules, and making decisions about the purchase of materials or services.
- Manages the services of architects, engineers, and contractors.
- Coordinates with project team to continually monitor cost and time management, keeping current summaries of actual and projected expenditures, and apportioning the budget to the appropriate project components.
- Develops and implement policies, standards, and procedures for the engineering and technical work performed on the various projects and facilities.
- Identifies problems and deficiencies in design and implementation and recommends and/or implements solutions with appropriate persons or groups.
- 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	Supervises others with full supervisory responsibility.
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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	Degree in Building Science, Architecture, Engineering, or related field	And	0 years of	Experience in construction project administration.	

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

MINIMUM LICENSES & CERTIFICATIONS

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

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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