CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Facilities Project Manager** **UNION:231**
SG:6
DEPARTMENT: **Public Works – Operations** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Functions as part of the Facilities management team. Develops and manages capital improvement projects, including the planning, organization, and coordination of construction design and engineering, including bidding and project implementation. Monitors capital budgets to ensure project expenditures remain within the scope of work. Provides technical support and manages all aspects of capital construction projects. Oversees consultants, contractors and staff performing capital construction work. Prepares construction specifications, bid documents, contracts and change orders. Conducts field inspections to collect data, verify existing/actual conditions, and monitor conformance with plans/specifications.

SUPERVISORY RELATIONSHIP:

Reports to the Public Works Facilities Manager. Works under general supervision and the guidance of City, Departmental and Division policies and procedures, as well as applicable Federal, State and local regulations. Responsible for technical guidance of project teams involved in construction and renovation. May act as responsible in charge in the absence of the Facilities Manager and provides direction and serves as a technical resource to technicians and others within the Department.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates and prepares facility services and construction specifications and bid documents. Coordinates pre-bid and pre-construction conferences. Drafts Request for Proposals (RFP) and develops scope of work. Negotiates contracts, selects consultants and administers contracts for consulting architects, engineers, contractors, and project management resources. Compels compliance with published construction plans and specifications.

2. Supervises and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time. Reviews work for compliance with contract documents and appropriate guidelines, laws, and regulations.

3. Monitors individual project budget summaries assuring expenditures are within approved budget, tracking changes to the contract documents that may result in change orders. Makes recommendations to the Facilities Manager on change orders as necessary. Assists with project financial reports, accounting, and grant reimbursement. Prepares project budgets and assists with budget development, as requested. Monitors and ensures all requirements of grants and contracts are met. Prepares complete reports on time with supporting conclusions and recommendations.

4. Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with City, State, and Federal requirements.

5. Serves as a resource to the Facilities Manager and other City departments by consulting on facility issues. Acts as liaison between end users, Public Works staff and contractors on City projects. Assures effective communication among consultants, contractors, department heads and other stakeholders. Conducts needs assessment and meets with City personnel to assure needs are being met by proposed designs and specifications. Communicates project status to staff and other affected groups, keeping building occupants informed as to the progress of projects and of any developing problems, recommending alternative courses of action to mitigate such problems.

6. Creates presentation materials; authors written and oral reports and media materials. Uses speaking engagements, media interviews and other methods to enhance the community's awareness of, and appreciation for, capital projects and to educate community stakeholders regarding each project's function and objectives.

7. Plans, conducts and presents at project related meetings. Coordinates design, specification and construction meetings.

ADDITIONAL WORK PERFORMED:

1. Conducts periodic inspections of facilities. Communicates with other City staff as appropriate to initiate required corrective action.

2. Prepares grant applications.

3. Performs backup, team, and project duties as assigned.

4. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Principles and practices of project management and contract administration.
- Current construction methods, costs and cost estimating.
- Public Works permits, processes and requirements.
- Applicable local, state and federal laws, codes and standards related to construction.
- Design and construction management including developing bid specifications, reading blueprints and evaluation of design and construction projects.
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management.

Skill in:
- Planning and organizing, problem analysis and decision-making, interpersonal sensitivity, adaptability and flexibility and time management skills.
- The operation of various computer programs including word processing, spreadsheets, database programs including Permitting and Project Management software and other applications specific to the area of assignment.

Ability to:

- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures.
- Establish and maintain effective working relationships with other employees, City officials, contractors and developers, representatives of other governmental agencies and the general public.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Move between work sites, including undeveloped land and project development sites;
  - Occasionally transports objects (lids, covers, etc.) up to fifty (50) pounds.

WORKING ENVIRONMENT:

Works in an office or meeting room setting and at field locations in all types of weather. Field inspection work may be near noisy machinery, with the possibility of exposure to environmental and chemical allergens standard to the building construction industry. Traverses rough terrain and inclines. Bends, reaches, pushes, pulls, and twists. May sit or stand for long periods of time. May occasionally lift and carry items weighing up to 50 pounds. Attends meetings or performs duties outside of normal office hours. Moves throughout the facilities. Frequently drives motor vehicles to perform duties in the field, at multiple sites, or travel out of the County. Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established work safety policies, practices and procedures.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's Degree in Engineering, Architecture, Construction Management or related field, AND
- Four years progressively responsible experience with commercial building construction projects required.
  OR
- Post-secondary vocational or occupational training in related field plus 6 years of direct construction project management.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire with periodic re-verification required.
- Employment contingent upon passing criminal convictions and local background check.
- Must be able to complete an asbestos abatement certification per federal requirements and successfully pass State health check annually.

PREPARED BY: C. Williams
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8/13

REVIEWED BY: _____
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