

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Facilities Project Manager	<u>CLASS NUMBER:</u> 30704	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Superintendent, Construction (033610)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Facilities Project Manager classification is to coordinate the efforts of architects, engineers, and contractors to ensure a timely completion that is on or is under budget while complying with the specifications of the project.

JOB DUTIES:

Manage construction projects in the field. Write, review and edit specifications and drawings. Write, review, and edit requests for proposals and requests for qualifications. Promote green initiatives. Determine project budget. Research information on products, methods, contractors, etc. to provide improved delivery of completed projects.

Conduct competitive bidding. Solicit and select design professionals, construction managers, and commissioning authorities. Meet with architects and/or engineers to discuss project specifications and progress. Serve as liaison with client agencies and other interested parties. Meet with other department staff and supervisors to coordinate and facilitate efforts on projects.

Inspect construction for compliance with specifications. Create, prepare and process contracts, resolutions, and fiscal paperwork. Receive, review, analyze, comment, and file reports. Investigate by telephone or in person to obtain information when reports from contractors lack sufficient information.

Read, write, edit and disseminate correspondence. Interpret law and legal documents. Research and provide information to investigators and attorneys to resolve disputes. Create and maintain project files. Provide technical assistance to supervisors in decision making. Maintain contract document database. Respond to voicemail and electronic mail messages. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge budgeting; management; human relations; safety practices; agency policies and procedures; engineering. Skill in word processing; equipment operations. Ability to recognize unusual or threatening conditions and take appropriate action; carry out instructions in written, oral or picture form; interpret variety of instructions in written, oral, picture or schedule form; understand practical field of study; define problem, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; maintain accurate records; use proper research methods in gathering data; co-operate with co-worker on group projects; answer routine telephone inquiries from public

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in business, facility management, or related field with three (3) years of construction project management or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date