

Classification Title: Facilities Project Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages ongoing and capital improvement projects for services such as buildings, parks, water and sewer operations, solid waste and emergency communications. Serves as Real Estate Specialist for property Acquisition.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Cod	Essential Functions
1	L	Oversees process of selecting design professionals and other consultants for Capital Improvement projects and negotiates and prepares professional services agreements. Obtains and evaluates bids from contractors and vendors, and prepares recommendations relative to award of contracts.
2	L	Serves as team leader for design professionals and County Departments working on assigned Capital Improvement projects. Serves as liaison between various County departments, and other municipalities and community groups that support County programs in these projects. Coordinates and participates in the programming and design process and verifies that facility space needs programs are consistent with County standards as well as user’s needs. Monitors and assesses performance of consultants to assure compliance with the scope of work in their contracts.
3	L	Assists in preparation of budgetary cost estimates for Capital Improvement Program. Monitors encumbrances and expenditures on assigned projects to assure compliance with approved budgets. Provides detailed review of contractor proposals and justification for all change orders and contract amendments to assure prudent expenditure of County funds. Develops and updates master development schedules and monitors progress to assure projects are completed in timeframes established in the development schedule.
4	M	Performs detailed reviews of plans and other documents prepared by design consultants, to evaluate for completeness, constructability, budget control, and quality standards. Visits project sites to observe construction of multiple projects to assure compliance with drawings, specifications and applicable building codes. Coordinates, observes and monitors installation of furniture and equipment with project construction.
5	S	Acquire or lease properties for Wake County’s Capital Improvement Program, Facilities department and other Wake County department programs. Perform conveyance of easements, rights of way and other property interests on County property.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Bachelor’s degree in Architecture, Engineering, Landscape Architecture, or Construction Management.
Experience	Eight years of experience in project management or property acquisition.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	North Carolina Professional Engineer, Architect, General Contractor, Landscape Architect, or Certified LEED Professional. A valid driver’s license and a “safe” driving record required.
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand and power tools, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X	Office Environment
	Clinic
	Recreation Centers/Neighborhood Centers
X	Outdoors (see 1 below)
	Shop
	Vehicle
	Warehouse
X	Other (see 2 below)

- (1) Various construction-sites
- (2) Various construction sites

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes and vest, eye and hearing protection, dust mask, gloves