

**Classification Title: Senior Facilities Project Manager**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Provides leadership and direction to department Facilities Project Managers on a wide range of the largest and most complex construction, expansion and renovation projects. Directly manages own assigned capital projects. Provides leadership and direction in turnkey project management, including planning, fiscal oversight, team coordination, design and construction administration.

**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.

#	Code	Essential Functions
1	L	Provides leadership and direction to Facilities Project Managers on construction, expansion and renovation projects. Serves as Project Manager for own assigned capital projects.
2	L	Provides leadership and direction in turnkey project management, including planning, fiscal oversight, team coordination, design and construction administration. Consults with Facilities Project Managers on a wide range of capital project issues, including but not limited to, budget preparation and compliance, contract and fee negotiations, selection of design professionals, adherence to quality standards, and project scheduling.
3	L	Works closely with Department Head in the development of annual and long-term Capital Improvement Program (CIP) and provides oversight of capital project schedules for compliance with approved CIP. Assures that the County’s objectives for cost, quality and schedule are met for Capital Improvement Projects. Serves as liaison on Capital Improvement Projects between different County departments, other municipalities and various community groups that support County programs.
4	L	Participates in the review, preparation and presentation of all capital project-related agenda items requiring Board of Commissioner’s approval.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor’s degree in Architecture, Engineering, Landscape Architecture, or Construction Management.
Experience	Ten years of experience in facilities project management.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	North Carolina as Professional Engineer, Architect, Landscape Architect, General Contractor, 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 of Facilities Project Managers, including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed. Provides direction and consultation to Facilities Project Managers on all capital improvement projects.
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	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood	Warehouse
X Outdoors	X Other (see below)

**Other: Various construction sites**

**PROTECTIVE EQUIPMENT REQUIRED:**

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