



Class Code: 605
FLSA: Exempt

Facility Project Management Supervisor

General Class Purpose

The Facility Project Supervisor plans, organizes and supervises the design and construction section of the Facility Division. The employee directs and coordinates the work of staff that manages construction, renovation and rehabilitation projects for City-owned facilities. The employee plans and defines facility needs, coordinates budget approval processes and oversees the contract process for the section's facility construction projects.

Distinguishing Characteristics

The classification directs the activities of the City's facility construction project management section. Projects managed by the section include remodeling and improvement of existing commercial buildings; and large-scale maintenance, rehabilitation or renovation projects. Projects present diversified problems in which established criteria frequently do not apply. The employee acts with considerable independence and must adapt procedures within a framework of established policies and guidelines.

Supervision Received and Exercised

The employee works under administrative direction, within a broad policy framework and receives direction in terms of general goals. The employee directly supervises construction project leaders.

Examples of Essential Duties and Responsibilities

The listed examples are illustrative of the classification level and not intended to list all duties typically assigned to this classification. Employees may do all or some of the listed tasks or other related duties.

1. Manage the activities of the Facility Project Management section; plan, prioritize and evaluate the work of staff involved in facility renovation and remodeling projects. Establish performance requirements and personal development targets; regularly monitor staff performance and provide coaching for performance improvement and development.
2. Establish and monitor section budget. Determine staff and resource needs and recommend staffing, budget resource requirements and sources of project funding. Establish project budgets; prepare cost estimates for budget items; monitor and control expenditures.

3. Plan, coordinate, supervise and participate in the design, cost control and management of construction projects for City facilities. Define construction work scope, conceptual design and strategies to accomplish planned objectives. Work with City managers and architectural or construction contractors to prepare design and cost estimates based on project scope. Suggest construction methods and use of building materials.
4. Identify proper contracting methods. Prepare cost estimates and requests for proposals soliciting contractors. Manage the contract development process and selection of contractors. Monitor construction for quality, schedule and budget. Evaluate need for and approve project change orders. Negotiate professional service contracts and fees. Review and approve progress payments to contractors. Supervise the administration of contract forms and processes; sign contract payments; coordinate staff project scheduling and planning. During construction phase, direct and supervise project staff; review status reports and approve modifications to planned construction.
5. Work with operations staff to identify facility construction or building remodeling needs. Manage the development of City buildings and the Facilities Capital Improvement Plan, ADA compliance requirements and the City's Energy Conservation Program. Evaluate operational activities for the section; recommend improvements, modifications and prepare reports on section progress.

Minimum Qualifications Upon Entry

Extensive knowledge of:

- Principles, practices, methods, materials and techniques involved in the construction, renovation, maintenance and repair of commercial buildings and facilities
- Principles, practices and techniques of construction project management
- Facility construction industry practices and procedures
- Contracting methods to design and construct commercial buildings and facilities

General knowledge of:

- Budgeting methods used in commercial building projects
- Principles and practices of business management including contracting for services, resource allocation, budgeting, purchasing, production methods and coordination of people and resources
- Principles and practices of effective human resource management and supervision

Skill to:

- Evaluate complex, commercial facility construction plans, drawings, estimates and contract documents for accuracy and useful design, and compliance with regulations and project requirements
- Manage the design and construction, renovation and improvement of commercial building projects

Ability to:

- Motivate, develop and direct people as they work, identifying the best people for the job
- Deal courteously and communicate effectively with a variety of individuals in the course of work, including the resolution of job-related problems with contractors, architects and engineers
- Consider the relative costs and benefits of potential actions and choose the most appropriate one
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Monitor or assess the performance of other individuals to suggest improvements or take corrective action
- Evaluate the work of contractors and employees for adherence to contract plans and specifications
- Apply general standards to specific problems and produce answers that make sense
- Write effective reports typical to the job assignment
- Operate a computer and use typical office software such as word processing, spreadsheets, database and project tracking

Experience and Education

A typical way to obtain the required knowledge, skills and abilities would be:

A Bachelor's Degree in Construction Management, Business Administration, Architecture, Engineering or related degree; and five years commercial construction project management experience; or any combination of experience and training sufficient to support the knowledge, skills and abilities

Physical and Mental Demands

The listed physical and mental demands are representative of those that must be met by an employee to successfully do the essential functions of this classification. Persons with disabilities may be able to carry out the duties with accommodation. Reasonable accommodation will be evaluated on an individual basis.

The positions regularly requires moving from one physical location to another and doing physical tasks such as walking, climbing, bending, stooping, kneeling and moving equipment and tools. They will regularly communicate with others to convey or receive information and express ideas. Employees will regularly use their vision to see at close and far distances, judge distance and space relationships, distinguish colors and focus on objects for detail such as printed or drafted information, construction drawings or computer screens. Employees will use a standard office computer and equipment such as copiers and telephone.

Employees apply principles of rational systems to solve practical problems and deal with a variety of concrete variables. They interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. They will occasionally work with

emotionally charged individuals and must negotiate agreements between people with varying interests.

Work Environment

Work is regularly performed in the outdoors in all types of weather and field conditions, such as urban high traffic areas, mechanical rooms, offices; and construction areas involving heights, walking on uneven terrain, or climbing into confined subterranean locations to inspect construction projects. Work can involve exposure, with safety precautions to noise from construction equipment, dust, dirt, solvents, cleaners, lubricants and other chemicals. Work will require the ability to respond during off-duty hours, in the evenings or weekends and the availability to stand-by during non-work hours.