



*Class Code: 617
FLSA: Covered*

Facility Project Leader 2

General Class Purpose

The Facility Project Leader 2 plans, coordinates and oversees complex improvement or renovation building construction projects. Employees coordinate the work of City staff and contracted workers engaged in the construction of City facility/buildings or complex remodeling projects. Employees also prepare and monitor project budgets and contract documents.

Distinguishing Characteristics

The work of the Facility Project Leader 2 involves judgment about materials, methods and work quality. Employees are responsible for the timely and quality completion of construction projects according to contract specifications. They oversee contractor activities; and effectively recommend the approval of contractor payments and change orders. The Facility Project Leader 2 is distinguished from the Facility Project Leader 1 by the responsibility for complex renovation and remodeling projects rather than maintenance and simple remodeling projects.

Supervision Received and Exercised

Employees work under the general supervision of a supervisor or manager. The employee will exercise judgment of choice among possible actions, sometimes without clear precedents. Significant deviations from established procedures require prior approval from the supervisor. Employees exercise lead direction. The coordination of staff constitutes a major portion of the work.

Example 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.

1. Conduct pre-construction conferences. Meet with building users to determine space needs. Design building layouts and generate preliminary drawings; prepare design documents, construction cost estimates, specification and bid packages. Review architectural drawings for conformance to project design needs. Prepare construction schedules. Apply for and obtain needed building permits.
2. Direct and manage major renovation and alteration projects by planning and scheduling trades' staff and contractors. Monitor projects during construction for contract and code compliance; conduct regular site visits to check progress and compliance. Interpret contract documents, technical specifications and plans.

- Inspect completed work for compliance with applicable laws and regulations; certify completion of work and authorize contractor payments. Monitor and control expenditures for projects. Solve problems involving construction details, and contractor's quality or work product. Coordinate and participate in project progress meetings with contractors and City staff; within parameters, negotiate prices and change orders.
3. Inspect and identify deficiencies in structures, fixtures, and electrical or plumbing systems; inspect systems for code and safety regulatory compliance; develop, recommend and implement plans to correct deficiencies. Evaluate and monitor the work in progress and at the time of completion for conformance to blueprints, schematics, fire and safety codes or construction standards.
 4. Communicate with interested parties about project requirements and procedures such as purchasing and payment processes, application of codes and regulations, inspection and construction requirements.
 5. Participate in planning and formulating design alternatives and solutions for major construction projects. Prepare reports recommending course of action for remodeling projects. Research information, products or building methods in response to customer requests. Analyze energy usage and research methods of energy conservation or more efficient products.

Minimum Qualifications Upon Entry

Extensive Knowledge of:

- Principles and techniques of the renovation and repair of commercial buildings and their operating systems
- Materials, tools and equipment commonly used in the maintenance, repair and construction of commercial structures
- Preventative maintenance practices related to physical plant systems
- Terminology used in mechanical and structural schematics and blueprints
- Components and operation of security and energy conservation systems
- Occupational hazards involved and the safety precautions needed when working in confined spaces, roof tops, and when doing traffic control signing or flagging

General knowledge of:

- Techniques and methods of customer service
- Regulation related to the construction trades such as the ADA, handling of hazardous materials, wage and hour requirements, and applicable building codes
- Principles, processes and techniques of construction project management
- Methods, techniques and procedures involved in contract administration and procurement
- Mathematics as it applies to construction and maintenance of building systems
- Computer software and operating systems used to track expenditures and construction projects
- Principles of business budgeting and accounting applicable to the accounting of construction project estimating and cost control

Basic knowledge of:

- Principles and methods of architecture and construction engineering as it applies to the construction and renovation of commercial buildings
- Construction financing procedures and practices

Skill to:

- Review plans and specifications for building and related construction projects and determine compliance with codes and regulations
- Lead and train assigned staff in building construction and customer service situations
- Operate a computer and typical office software
- Perform a variety of skilled craft trades such as carpentry, painting, building construction and maintenance or a combination of plumbing, electrical and refrigeration
- Schedule, monitor, coordinate and evaluate the work performed by trades' staff and commercial building construction contractors
- Manage construction projects of the scope and size typical to the position
- Inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations
- Maintain accurate records and documentation
- Prepare clear and concise reports

Ability to:

- Identify construction problems and review related information to develop and evaluate options
- Read, understand and interpret mechanical and structural schematics, plans and blueprints
- Deal courteously and communicate effectively with a variety of individuals in the course of work, including the resolution of job-related problems with contractors and staff.

Experience and Education

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

Five years of journey-level experience in one of the building or facilities construction and maintenance fields; or an equivalent combination of experience and training. Two of the five years must have included experience planning, scheduling or coordinating facility remodeling and construction projects.

Other Qualification Standards

Positions in this classification require a valid drivers' license or an acceptable alternative method of transportation. Depending on the position, one or more licenses or

certifications relating to the construction trades may be required. Employees must have the ability to obtain a pool certification within one year of hire.

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.

Positions regularly require moving from one physical location to another and doing physical tasks such as walking, climbing, bending, stooping, kneeling and moving equipment and tools. Employees will occasionally operate computers and construction equipment, and use hand or power 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 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

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. Work can involve exposure, with safety precautions to noise from construction equipment, sewage, 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.

**Approved by the Human Resources Director
January 2007**

Revision to format and duties December 2006