

## Project Manager II - Facilities Tompkins County

**Department:** Facilities

**Classification:** Competitive

**Labor Grade:** White Collar Grade 16

**Approved:** 11/2022 by RP

**By:** RP, Commissioner of Human Resources

**MINIMUM QUALIFICATIONS:** No later than the final filing date posted, the candidate must meet the following:

1. Graduation from an regionally accredited or New York State registered four-year college or university, with a Bachelor's Degree in Civil Engineering, Construction Management, Facilities Engineering or a related field **AND** at least four (4) years of experience specifically related to facilities engineering, maintenance, operations, and construction management of public, commercial, or institutional buildings; **OR**
  2. Graduation from a regionally accredited or New York state registered two year college with an Associates degree in Engineering Technology, Construction Management, Construction Engineering Technology, Engineering Science, or a related field **AND** at least six (6) years of experience specifically related to facilities engineering, maintenance, operations, and construction management of public, commercial, or institutional buildings; **OR**
- c. Any combination of training and experience equal to or greater than described above.

### **SPECIAL REQUIREMENT:**

Must possess at the time of appointment a valid New York State drivers' license with a clear driving record and maintain it for the duration of employment.

Must obtain NYS Code Enforcement Official certification within eighteen (18) months of appointment

PMI certification desired but not essential.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for managing facilities capital activities and supporting building design, renovation, major repair, construction, and maintenance functions of the Facilities Department. Typical duties will include program planning, project/construction management, project scheduling, project design, field engineering, construction administration, construction inspection, monitoring cost effective and efficient productivity of labor and equipment resources. Incumbent will participate in various department programs, permitting, provide quality control, report writing, and record keeping. The work involves exposure to all kinds of weather conditions. The work is performed under the general supervision of the Director of Facilities or designee, with a high degree of autonomy. Supervision may be exercised over the work of subordinates. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Must possess a high level of interpersonal skills to understand conflicts and manage staff;

Must maintain a cooperative and collaborative working relationship with the building occupants, consultants, and staff;

Performs construction management activities on building construction contracts, oversees contractor construction activities to ensure project completion within budget and on schedule, and conformity to contract requirements including the quality of construction in adherence to predetermined schedules. Construction management activities include but are not limited to, bidding processes, proposal requests, change orders, pay applications, monitoring construction testing, design interpretations, field inspections, job meetings, progress schedule updates, submittal reviews and approvals, and certifying project completion for code compliance;

Provides technical assistance to operations staff and Contractors, in the activities and tasks performed;

Provides departmental representation on work sites to resolve construction problems to implement any necessary field changes;

Prepares Requests for Qualifications or Requests for Proposals for all types of professional services;

Plans, organizes, arranges, coordinates and conducts the interview and selection process for consultants;

Prepares and facilitates the review, approval, and execution of agreements for professional services and contracts for construction ; Participates in the management of consulting firms performing design services for projects, including defining the scope, negotiating agreements, directing and monitoring the consultant's work to ensure adherence to budget and schedule, coordinating the activities of the consultant with County organizations, coordinating changes in the scope of the agreements and /or requests for supplemental agreements, and preparing performance evaluations of consultants;

Oversees activities of consultants or contractors to ensure conformity to contract requirements including attendance, time on job, performance and the quantity and quality of work performed;

Performs building condition assessments and surveys, and can use CADD and/or Revit to generate contract documents;

Prepares work schedules and estimates of cost, material, equipment, and resources for major maintenance, repair, renovation, and building improvement projects for approval by Director of Facilities;

Participates in design and project management of in-house facilities projects as needed;

Assists the Director of Facilities with New York State Code Enforcement duties for Tompkins County facilities. Performs inspections of facilities in accordance with the policies and procedures of the State and County, and suggests remedial action for conformance;

Uses computer programs, such as (but not limited to) EXCEL, MS WORD, Microsoft Project, or CADD and Revit as tools for project management, planning, design, reporting, and record keeping.

Uses of job costing software to track and manage capital project expenses and to see that projects stay within the cost targets and objectives set by the Director of Facilities;

Applies CADD or Revit to manage departmental programs for building improvements and maintains written records of work performed and materials and labor used;

Attends, participates in and/or conducts project and stakeholder meetings;

Observes compliance with all work site safety policies, rules and regulations;

Maintains and is steward of plan room, library, and Laserfiche documents (i.e., plans, specifications, studies, O&M manuals, as-built drawings, etc.);

Applies principles of physics, mathematics, mechanics and materials to engineering problems.

Ability to make difficult technical computations and compile engineering data;

May represent the Deputy Director of Facilities in facilities related matters.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Strong and effective oral and written communication skills; Tact and mental alertness are required;

Good knowledge of project management;

Ability to perform independently and carry out difficult assignments;

Ability to plan, schedule, coordinate, and evaluate design, construction and maintenance programs;

Good knowledge of methods, materials, and terminology in the construction of buildings; Good knowledge of building design methods and standard practices;

Working knowledge of NYS Building Codes and MasterSpec Specifications;

Good knowledge of building safety standards used in building construction and maintenance;

Proficiency in the use of Computer Aided Design and drawings (CADD and/or Revit);

Ability to read and interpret plans and specifications, policies, rules and regulations;

Proficient use Microsoft Office software suite or equivalent;

Ability to communicate clearly both orally and in writing; Ability to read, write and analyze technical reports and records; Ability to enforce rules and regulations;

Ability to interact with other county department staff in providing or assisting in requested services; Ability to interact constructively and positively in daily assignments;

Ability to develop workers skills and promote training and development;

Willingness to respond to emergencies, work overtime and work in adverse weather; Dependability, initiative, resourcefulness, tact and good judgement are required; Physical condition shall be commensurate with the demands of the position.

Ability to lift and carry fifty (50) pounds;

Originally created 11/2022

P139