**Classification Specification for Unclassified Service**

**Title:** Project Manager I  

**Pay Scale Group:** 00 (Broadband)

**Essential Function**

Directs the activities of assigned construction projects that are typically smaller in scope and scale.

**Characteristic Duties**

Works independently on smaller less complex assigned projects;

Manages budget control, contract negotiation and execution of material procurement;

Provides field supervision, construction management, contract compliance and client and contractor project coordination;

Reviews and analyzes project cost data and other numeric data;

May plan and administer capital improvement projects of modest scope and scale;

Responsible for successfully completing assigned tasks;

Serves as developing project manager.

**Minimum Qualifications**

Bachelor's degree in Construction Management, Civil Engineer, Architecture or related field with five (5) years of related experience.

**Knowledge/Experience**

Possess fundamental knowledge of project management; demonstrates entry level experience in project management and working with others to complete projects. **To Progress Through This Level:** Demonstrates increasing independence and decreasing need for work direction; succeeds in an ever widening range of projects.

**Communication:**

Knows how to communicate technical concepts to others in a way that builds understanding; knows how to communicate in verbal and written form with all levels.

Updated 2-16-15
Interaction with Others

Manages members of assigned project team; responsible for the timeliness and quality of own work assignments and the timeliness and quality of team work.

Work Complexity

Performs a broad range of work with minimal supervision; meets assigned deadlines; independently identifies and solves routine problems; consults others about solutions to more complex issues.

Guidance & Supervision Received

Performs work independently with limited technical guidance.