Title: Project Manager Sr

Pay Scale Group: 00 (Broadband)

Essential Function

Oversees engineering and architectural services by directing, managing, planning, implementing new construction and renovation projects; provides expert consultation and advice in most aspects of construction management.

Characteristic Duties (responsible for administrative and fiscal control of several functions)

Serve as mentor and technically credible role model to junior staff and as lead resource for dealing with challenging technical issues;

Directly responsible for the administrative and fiscal control of several functions;

Provides project consulting regarding capital improvements and renovation projects including project review, planning, cost assessment, design, bid award process, scheduling and construction;

Responsible for contract design and construction, capital improvements and special projects, and policies and procedure development for major projects;

Ensure timeliness, achieves results and integrity of all projects;

Serves as a career project manager.

Minimum Qualifications

Bachelor's degree in Construction Management, Civil Engineer, Architecture or related field with ten (10) years of related experience.

Knowledge/Skills/Experience

Possesses an expert and broad knowledge of project management; applies expertise to assist with the management of highly complex/high profile projects. To Progress Through This Level: Demonstrates ability to lead and oversee highly complex and high profile projects; demonstrates expert professional capabilities and project leadership; possesses a compelling “track record” of successful, highly complex, high profile assignments accomplished with independence and creativity; effectively provides formal technical and/or functional direction to other professionals.

Communication:

Works with senior management to discuss highly complex/high profile project recommendations and issues; ensures communication is understood and accomplishes intended objectives; effectively communicates and provides feedback to clients, outside agencies, design professionals and contractors on issues that impact projects.

Updated 2-16-15
**Interaction with Others**

Manages members of assigned project team.

**Work Complexity**

Makes critical contributions to managing and solving highly complex and/or large technical challenges; takes a comprehensive approach to identifying problems, understanding implications, and creating solutions that support overall project progress and success.

**Guidance & Supervision Received**

Works independently; supervision received is for routine department management/process tasks (e.g. performance reviews); independently performs assignments based on general guidance from upper level management; confers with management on unusual matters.