



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: PROJECT MANAGER

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2575

PAY RANGE CODE: 19.1 MC REVISION DATE: 11/30/17

### NATURE OF WORK:

This is professional project management and construction administration work related to the construction and inspection of various remodeling and new construction projects. The employee oversees and prepares complex and technical construction reports and records for infrastructure and facility improvements through all phases of development including planning, consultant selection, design management, contractor selection, construction management, inspection, and warranty administration. An employee in this classification exercises considerable independence in the performance of duties and work may involve the planning, scheduling, supervising, overseeing, and reviewing the work of division staff; however, work is subject to review by a superior.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Inspects construction work to ensure compliance with contract plans, specifications, and codes; prepares field observation reports and construction punch lists.

Oversees project design to determine constructability of plans and to identify obstacles before a project is built in order to reduce or prevent errors, delays, and/or cost overruns.

Issues notifications to begin a construction project.

Assists with various aspects of construction projects including coordinating move out, investigative demolition, and hazardous material removal.

Prepares and executes contracts, including contract change order approval and tracking, payment approval, and acceptance and bond release approval.

Assists in developing long-range Capital Improvement Projects (CIP) for the department.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

The following essential function(s) are specific to the designated department:

**Planning Department:**

Plans, schedules, supervises, oversees, and reviews the work of division staff.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles, practices, and methods of architectural planning, design, and construction, and related engineering work.

Knowledge of the structural design and air conditioning, plumbing, and electrical systems.

Knowledge of building materials, methods, and construction systems.

Knowledge of building codes, laws, regulations, and city design standards.

Knowledge of contracts, forms, and procedures relative to building construction activities.

Knowledge of current construction costs.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to develop and analyze programs of space requirements for a variety of building construction projects.

Ability to understand architectural and engineering drawings and specifications related to building construction projects.

Ability to review and suggest changes, additions, and corrections in the plans and specifications of construction projects.

Ability to interpret pertinent laws and regulations and enforce compliance with building designs and construction schedules.

Ability to inspect projects under construction for adherence to contract documents.

Ability to plan, organize, and supervise divisional programs.

Ability to plan, organize, supervise, and evaluate the work of personnel assigned and administrative work of private contractors.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees, consultants, contractors, and with members of the general public.

Ability to understand oral and written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, or sit from 51 to 75% of the time; and to climb, balance, grasp, bend, stoop, squat, crouch, lift, or type up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects up from 67 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Associate's degree or two (2) years of college level education in construction, engineering, architecture, business, or public administration.

OR

Bachelor's degree in construction, engineering, architecture, business, or public administration is preferred.

AND

Seven (7) years of experience in the area of construction project management, architecture, construction engineering, or a related field.

**SPECIAL QUALIFICATIONS**

Must possess and maintain a valid driver's license at time of application.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting; however, at times an employee in this classification works at construction sites, indoors or outdoors, in all weather conditions, working near moving machinery, with or near electrical currents, at times in confined spaces, in conditions such as noise, fumes, dust, and odors.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

|                         |                          |                   |
|-------------------------|--------------------------|-------------------|
| Computer                | Copier                   | Printer           |
| Telephone               | Calculator               | Facsimile Machine |
| Radon Detection Machine | X-Ray Fluorescence (XRF) | Paint Analyzer    |

Previous Revision Date(s): 11/3/16