

CONSTRUCTION PROJECT MANAGER

General Statement of Duties and Responsibilities

This is a supervisory technical class of positions with varying degrees of difficulty and responsibility encompassing construction project management work and the oversight of construction work necessary for constructing, rehabilitating, renovating and maintaining public buildings, structures, infra-structures, facilities and grounds or publicly owned subsidized or regulated residential buildings. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision, performs construction management work and/or initiates and supervises work in the construction field including overseeing rehabilitation projects or assisting in overseeing routine reconstruction projects; performs difficult technical work in determining the need for and feasibility of construction work; oversees private contractors/vendors carrying out new construction, rehabilitation, repairs, alterations and/or structural maintenance work.

Examples of Typical Tasks

Inspects buildings, structures and grounds at regular intervals to ascertain rehabilitation/maintenance needs with regard to construction, equipment and materials. Determines the work required and method(s) to be utilized. Recommends priorities. Monitors work in progress by staff and/or by contractors. Reports all hazardous conditions. In the Department of Housing Preservation and Development authorizes the issuance of repair jobs to vendors.

C - XI
CONSTRUCTION PROJECT MANAGEMENT
OCCUPATIONAL GROUP [323]

CODE NO. 34202

CONSTRUCTION PROJECT MANAGER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Identifies problems in construction and seeks their resolution.

Prepares shop orders, scope of work, routine specifications and cost estimates.

Monitors contractors' day to day operations. Reviews and/or inspects contractors' work and contract administration for compliance with plans and contract specifications, prevailing wage requirements, site safety requirements, insurance requirements, and the City's vendor outreach programs; ensures contractors' acquisition of required permits and approvals.

Accepts contractors' submissions of subcontractors for approval and ensures agency's review. Formally evaluates performance of contractors, reporting on discrepancies and/or unsatisfactory performance. When appropriate, issues field memoranda to contractors to enforce contract compliance issues; may order contractors to stop work due to site conditions or non-compliance with contracts; makes recommendations regarding necessity for liquidated damages and other contract enforcement mechanisms, including default.

Ensures the formulation of punchlists and contractors' completion of punchlist items; monitors time expenditures and overtime; reviews and recommends approval of contractors' requests for time extensions. Reviews for approval materials used by contractor.

Approves contractors' coordination of schedules, and/or coordinates scheduling. Coordinates work of various contractors, trades, agencies and entities to expedite the work and minimize interference with the building's functioning.

C - XI
CONSTRUCTION PROJECT MANAGEMENT
OCCUPATIONAL GROUP [323]

CODE NO. 34202

CONSTRUCTION PROJECT MANAGER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Schedules and runs job meetings. Resolves differences between inspectors and contractors/vendors. Works with the architect or engineer of record regarding change orders, interpretation of documents, shop drawing approvals, and other architectural and engineering related issues. Recommends issuance of change orders to comply with changing field conditions or specification/drawing errors and/or omissions; upon approval of recommendation, prepares change orders. Reviews and approves other contract changes in accordance with citywide procedures.

Reviews and approves contractors' payments and requisitions submitted by contractors. Maintains contract files and written records of job history, type, responsibility and progress. Uses computer to maintain files and to generate reports, correspondence and other paperwork.

Investigates and advises the agency concerning contract disputes, and appeals on rejection of equipment, materials or workmanship; compiles contract and project documentation bearing on these dispute claims.

Acts as liaison with the community and members of the public. Prepares reports and correspondence for approval in dealings with contractors and the public, etc. In the event of any unlawful activity on the construction site, acts as the City's representative in the filing of complaints with the Police Department or other agencies.

Provides technical assistance to Property Managers.

Operates a motor vehicle to visit job sites.

C - XI
CONSTRUCTION PROJECT MANAGEMENT
OCCUPATIONAL GROUP [323]

CODE NO. 34202

CONSTRUCTION PROJECT MANAGER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

May oversee the work of consultant resident engineers and construction managers; and of consultant design personnel providing construction support services.

May supervise staff performing asbestos removal or lead abatement work involving removal or encapsulation of lead contained in or on any surface. (See Special Note below).

Assignment Level II

Under direction, performs construction management work overseeing routine reconstruction projects, or assisting in overseeing new construction or major reconstruction projects and/or maintenance/repair projects involving a high level of complexity and/or of exceptionally high dollar value. In addition to performing the duties described under Assignment Level I above, performs tasks such as the following:

Examples of Typical Tasks

Acts on appeals of contractors on interpretations of specifications and contract drawings, and other contract disputes and/or claims.

Reviews and approves change orders in routine reconstruction projects recommends change on new or major construction projects.

May supervise staff in the structural, electrical and mechanical specialties.

C - XI
CONSTRUCTION PROJECT MANAGEMENT
OCCUPATIONAL GROUP [323]

CODE NO. 34202

CONSTRUCTION PROJECT MANAGER (continued)

Assignment Level III

Under general direction, performs highly responsible construction management work in overseeing the construction of several routine reconstruction projects or a single new construction or major reconstruction project; or performs highly responsible work in overseeing construction projects necessary for the maintenance/repair of a large number of structures or buildings. In addition to performing the duties described under Assignment Levels I and II in the settings described herein, performs tasks such as the following:

Examples of Typical Tasks

Evaluates reports of hazardous conditions requiring managerial decision. Makes determinations and reports recommendations to the manager.

May assist the manager in directing and coordinating the construction work of a regional or borough office. Develops procedures; instructs assigned staff on administrative procedures.

Acts as the manager in that person's absence.

**CONSTRUCTION PROJECT MANAGEMENT
OCCUPATIONAL GROUP [323]**

CONSTRUCTION PROJECT MANAGER (continued)

Qualification Requirements

1. A four year high school diploma or its educational equivalent and five years of full-time satisfactory experience managing and/or inspecting one or more construction projects which must have a total cost of at least \$300,000 for each of the five years of the required experience; or
2. A baccalaureate degree from an accredited college with a major sequence of course work in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management, and one year of the experience described in "1" above; or
3. A valid license as a professional engineer, registered architect, or registered landscape architect, issued by a board of examining engineers, architects or landscape architects duly established and qualified pursuant to the laws of any state or territory of the United States and one year of the experience described in "1" above; or
4. A four year high school diploma or its educational equivalent and a combination of experience of at least two years of the experience described in "1" above and the education as described in "2" above to equal a total of five years of education and experience. Matriculation in an undergraduate college degree program in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of satisfactory full-time experience up to a maximum of three years of experience.

C - XI
CONSTRUCTION PROJECT MANAGEMENT
OCCUPATIONAL GROUP [323]

CODE NO. 34202

CONSTRUCTION PROJECT MANAGER (continued)

Qualification Requirements (continued)

Requirement for the Bureau of Bridges in the Department of Transportation

To be appointed to positions in the Bureau of Bridges in the Department of Transportation, candidates must have at least one year of the experience described in Qualification Requirements "1" above in bridge related work, i.e., design, construction, maintenance, and/or inspection of bridges.

NOTES:

For Assignment to Level II

In addition to meeting the "Qualification Requirements" above, candidates must have one additional year of satisfactory full-time experience working in Assignment Level I; or one additional year of satisfactory full-time experience as described in "1" above.

For Assignment to Level III

In addition to meeting the "Qualification Requirements" above, candidates must have two additional years of satisfactory full-time experience working in Assignment Level I and II; or two additional years of satisfactory full-time experience as described in "1" above.

C - XI
CONSTRUCTION PROJECT MANAGEMENT
OCCUPATIONAL GROUP [323]

CODE NO. 34202

CONSTRUCTION PROJECT MANAGER (continued)

Qualification Requirements (continued)

Special Note

Employees assigned to supervise asbestos removal or lead abatement staff are required to use protective clothing, respirator and mask on the job, and must meet applicable regulatory and medical requirements.

License Requirements

Must possess a motor vehicle driver license valid in the State of New York with no restrictions which preclude the performance of Construction Project Manager work. This license must be maintained for the duration of employment.

Direct Lines of Promotion

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| <u>From:</u> | Construction Project Manager Intern (34201) | <u>To:</u> | Administrative Construction Project Manager (M 82991) |
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