

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5161

TITLE: CONSTRUCTION/MAINTENANCE PROJECT MANAGER II

GRADE: S-28

DEFINITION:

Under general supervision, independently manages large scale, highly complex and/or sensitive capital projects which involve multiple agencies, community stakeholders, and project-based matrix organization teams with responsibility for bringing projects to completion on time, within budget and scope; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Construction/Maintenance Project Manager II class is distinguished from the Construction/Maintenance Project Manager I class in that the Construction/Maintenance Project Manager II coordinates large scale, highly complex and/or sensitive capital projects which involve multiple agencies, community stakeholders, and project-based matrix organization teams or multiple less complex projects; whereas the Construction/Maintenance Project Manager I coordinates construction and maintenance projects on a smaller scale with a less complex scope.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Coordinates and manages multi-discipline architectural and engineering (A/E) projects of ranging complexity, type and scope for facilities renovation, maintenance, stormwater facilities, transportation facilities, and other County projects from inception, design, award, construction, and through the warranty period;

Prepares solicitations for services and directs the consultant selection process;

Functions as project team leader and coordinates completion schedules with multiple contractors and/or vendors;

Plans, monitors and coordinates work performed by construction or maintenance contractors;

Supervises professional, paraprofessional technical and administrative personnel assigned to the project;

Ensures that all contracts and on-site processes and work are in compliance with Federal, State and County codes;

Develops requests for proposals, scopes of services, bid packages, contracts, amendments and other documents for the selection and contracting of consultant services;

Provides quality control to ensure construction process achieves the required goals and meet project specifications;

Reviews work in progress for cost and compatibility with County standards, operational needs and regulatory/permit compliance;

Ensures that necessary field inspections are conducted to verify compliance with applicable code requirements of the Virginia Uniform Statewide Building Code, with the

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Public Facilities Manual, Erosion and Sediment Control Standards, as well as other Commonwealth laws and regulations relating to construction projects;
Facilitates and conducts meetings with public groups, citizens and other stakeholders to gain support for projects, explain issues and resolve conflicts;
Ensures clear and thorough communication with public and/or involved parties on all aspects of projects;
Prepares and presents reports to citizen groups, boards and commissions;
Attends meetings and conferences.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of topographic and construction surveying;
Knowledge of common methods and equipment used in building, maintenance and facility construction and of inspection methods used in reviewing such work;
Knowledge of real property descriptions;
Knowledge of the Public Facilities Manual, the Virginia Uniform Statewide Building Code and the codes and ordinances which apply to building construction and land disturbing activities in Fairfax County;
Knowledge of the principles, practices and techniques relating to construction project management and contract administration;
Knowledge of Fairfax County Purchasing Resolution and agency-specific A/E contracting requirements;
Ability to negotiate contracts and amendments;
Ability to enforce contractual specifications;
Ability to plan, monitor, direct and coordinate the work of a multi-disciplinary team(s) and/or subordinates;
Ability to review construction documents and proposals for cost evaluation and compatibility with County standards, guides and operational needs;
Ability to work effectively with construction contractors, design professionals, engineers, code enforcement and zoning personnel;
Ability to prepare technical reports and to present findings in a clear and concise format;
Ability to communicate and interact effectively with the public, senior County and State officials and citizen groups;
Ability to coordinate, conduct and facilitate meetings with public groups, citizens and other project stakeholders;
Ability to use a computer for word processing, preparation of spreadsheets, e-mail, and presentation materials.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience equivalent to:
Graduation from a four-year college or university with a bachelor's degree in Civil Engineering, Landscape Architecture, Environmental or Life Sciences, Construction Management, Business Administration, Facilities Management or related; PLUS

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Five years of experience in the management of large and complex construction or maintenance projects to include two years managing multi-disciplinary teams with multiple contractors.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license may be required for some positions as identified to the Department of Human Resources.

Possession of Certified Construction Manager (CCM) certification by Construction Management Association of America (CMAA) or ability to obtain certification within one year of appointment for certain positions as identified by the Department of Human Resources. Possession of Certified Facility Manager (CFM) certification by International Facility Management Association (IFMA) or ability to obtain certification within one year of appointment for certain positions as identified by the Department of Human Resources.

Possession of a valid Storm Water Management Project Inspector and/or Storm Water Management Plan Reviewer certification within 18 months of appointment is required for certain positions as identified to the Department of Human Resources.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED CERTS:	December 19, 2013
RETITLED:	November 19, 2009
ASSIGNED NEW CLASS CODE #	February 4, 2008
ESTABLISHED:	January 16, 2008