

Market Range Detail - Facilities Capital Project Manager Senior

Effective Date

September 26, 2016

Market Range Title Description

Positions in this market range title are responsible for directing the pre-construction and construction of complex and technically challenging new county buildings and renovations with large construction budgets through all phases including design, construction, occupancy, and warranty period and are responsible for the timely completion of projects within budget limitations. Projects vary in size and cost and are generally multi-storied buildings or multiple projects equaling a substantial capital investment.

Work requires a considerable degree of independent judgment and discretion in leading capital projects. Work is performed under the direction of the Facilities Planning Division Manager or a Facilities Large Capital Project Executive.

This market range title is differentiated from the Facilities Capital Project Manager by performing project management work of greater complexity that requires a broader knowledge base and higher level of problem solving and decision making skills and acting as a team lead.

Typical responsibilities include: directing construction firms, reviewing cost estimates, and managing contract administration activities related to the construction of County facilities; monitoring project budgets and ensuring that projects remain within budget; serving as the primary liaison between the department and construction and design firms under contract with the County; developing, managing and updating plans for design, construction and future maintenance of County facilities; preparing project concept proposals, budgets, cost estimates and cash flows; participating in the selection of outside construction and architect-engineering firms; coordinating project activities with County departments, elected officials, design professionals and construction firms to ensure that projects are compatible with business needs; monitoring the work of engineering and construction firms to ensure compliance with plans, specifications, building codes and that materials and workmanship meet acceptable industry standards; ensuring that design contractors, program manager and other contracted vendors are in conformance with their respective contracts; negotiating special agreements; change orders, time extensions and modifications of contract agreements; developing and monitoring detailed project budgets to ensure that projects are completed in a timely manner within budget limitations; providing project expenditure forecasts; authorizing expenditures within the budget and cost controls; resolving procedural, operational and other project related problems and conferring with County management in developing and proposing solutions; responding to and resolving difficult and sensitive inquiries and complaints regarding assigned project; providing technical review of building systems and coordinating with stakeholder business needs; evaluating completed projects and verifying that all contractual terms have been met; preparing presentations and reports on the status of projects; assisting in the development and implementation of County facility design and construction policies and procedures.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$34.85	\$42.68	\$50.50

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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Likely Minimum Qualifications

- Bachelor's degree in Architecture, Engineering or related field.
- Five years of professional architectural or engineering experience including two years of project management experience in all areas of the planning, design and construction of facility construction projects.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.
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Working Titles

- Senior Facilities Capital Project Manager

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