

## **Supervising Capital Facilities Project Manager**

### **CLASS CODE**

NEHC

### **BARGAINING UNIT**

Local 21 - Supervisory Management

### **Definition**

#### **Bargaining Unit: Local 21 - Supervisory Management**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.*

Under general direction, plans, organizes, and directs the Capital Projects Management Division in the planning, bidding and construction of capital facilities and major building remodel and repair projects. Manages and supervises the work of subordinate professional ~~architectural and engineering project management~~ staff, clerical staff, contract project managers, and contractors such as architects, general contractors, construction managers and others involved in capital projects; serves as liaison to the County Administrator's Office on capital projects and does related work as required.

### **Distinguishing Characteristics**

This single position class has status as a Division Manager in the Public Works Department and reports directly to a Deputy Public Works Director. Administrative and supervisory ability, as well as thorough understanding of the technical aspects of architecture, engineering, and construction are required, since incumbents of the class are directly responsible for the management, day to day supervision, organization, coordination, and review of Capital Project staff. Senior Capital Facility Project Manager is distinguished from the Supervising Capital Facilities Project Manager in that the latter has overall responsibility for the Division, represents the Division to other Departments including the County Administrator's Office, and sets Division policies and procedures.

### **Minimum Qualifications**

#### **Licenses Required:**

- 1) Possession of a valid California Motor Vehicle Operator's License. Out of state Motor Vehicle Operator's License will be accepted during the application period.
- 2) Possession of a valid State of California Certificate of Registration as an Architect or a Professional Engineer or possession of a Certified Construction Manager credential accredited by

the American National Standards Institute (ANSI) certification and issued by Construction Management Association of America's (CMAA) Construction Management Institute. Out of state Professional Licenses will be accepted during the application period.

**Education:** Possession of a Bachelor's Degree from an accredited college or university with a major in architecture, engineering, construction/project management, business administration, public administration or a closely related field.

**Experience:** Five (5) years of full-time (or the equivalent of full-time) progressively responsible architectural, engineering or project management experience ~~experience as a professional architect or licensed engineer~~ managing major construction projects, preferably with a public agency, **and** a minimum of ~~three-two~~ (32) years of lead or supervisory experience, preferably supervising capital project management staff.

Substitution for Professional License:

Either:

a. Possession of a Master's Degree from an accredited college or university with a major in architecture, engineering, construction management, business administration, public administration or a closely related field AND two (2) additional years of qualifying experience noted above may be substituted for the required license.

OR

b. Five (5) additional years of qualifying experience noted above may be substituted for the required license.

## **Knowledge, Skills, and Abilities**

### **Knowledge of:**

- Principles of personnel management and supervision
- Current engineering and architectural principles and practices
- Current principles and practices relating to building/facility design, construction, remodeling, renovation, tenant improvements, and maintenance
- Local, state and federal laws, ordinances, regulations and codes, including the Americans with Disabilities Act (ADA), related to design, construction and remodeling of buildings/facilities
- Current construction methods and materials
- The Public Contract Code and other laws relative to public sector construction
- Safety requirements and practices related to building construction projects and public works activities

### **Ability to:**

- Plan, organize, supervise and evaluate the work of subordinate professional and sub-professional staff

- Administer contracts
- Interpret and apply various ordinances and policies
- Analyze and correctly interpret complex plans and specifications
- Coordinate and oversee the work of contractors and consultants including architects, engineers, contractors, construction managers and cost estimators
- Efficiently use computers and software programs for project scheduling, project management applications, spreadsheets and word processing
- Effectively interact with representatives from customer departments, building owners, consultants, co-workers, staff at all levels, and the public
- Foresee potential problems and affect acceptable resolutions
- Manage multiple projects and tasks
- Communicate effectively verbally and in writing

### **Typical Tasks**

#### **MANAGEMENT RESPONSIBILITIES:**

Provides overall planning for the Capital Facilities Division, including review of organization and staffing levels, analysis of workflow, monitoring Division performance, identifying and facilitating improvements in customer service and project delivery, and managing the Division's operating budget.

- Planning and managing capital projects, including building and facility construction and remodel projects, within an approved budget
- Supervises subordinate professional and clerical staff, including making assignments, training, monitoring, and evaluating work performance.
- Interviews and helps to select staff, professional consultants, and contractors
- Provides oversight of private sector consultants and contractors in the preparation of plans, designs, specifications, construction documents, permits and cost estimates
- Assists in establishing facility standards, and policies and procedures related to project delivery and public contracting
- Setting project budgets and schedules and monitoring meetings, budgets and deadlines
- Ensuring compliance with contractual obligations, ordinances, building codes, safety procedures and county policies related to buildings and capital projects
- Confers with officials, contractors and others involved in capital projects
- Conducts public outreach and information sessions on capital projects
- Conducts feasibility studies and research to determine project requirements, space needs, options and cost estimates, and makes recommendations to approving authority
- Oversees preparation of construction bid packages, professional services, request for proposals and contracts; conducts and/or attends bidding conferences and handles appeals
- Ensures that bid protests, change orders, payment requests, punch lists and claims are handled according to County policies and procedures
- Maintains drawings, records and other materials relating to capital projects

- Prepares and presents written and oral reports related to Division operations and capital projects to the Board of Supervisors, City Councils, and other public agencies, committees, or advisory groups
- Recommends acceptance or rejection of capital projects completed by contractors
- Represents the Public Works Department at meetings
- Confers with the Public Works Director and Deputy Public Works Director(s) and advises on activities of the division
- Assures that as-built data is properly recorded, operation and maintenance data is distributed and projects are properly closed out at completion

**Established: August 2003**

**Revised October 2014**

[Revised: April 2025](#)