



CONSTRUCTION AND MAINTENANCE PROJECT MANAGER I, II, III

BASIC FUNCTION

Under general direction, provide technical expertise and leadership over district construction and reconstruction projects, including capital planning and bond funded projects; communicate with internal and external stakeholders regarding status of assigned projects and programs; manage various stages to the full scope of project implementation, from pre-design, design, construction and post-occupancy phases and assure on-time, in-budget, quality production standards and scope of work are met to provide safe and secure student-centered learning environments.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide project management leadership for all aspects of assigned construction, facilities, assets and/or capital construction bond projects or activities; conduct and participate in construction and project meetings, issue resolution, budgets, schedules, contracts and amendments, permits, change orders, contract compliance and amendments, community input, and similar activities. “E”
- Implement and evaluate assigned projects, plans, processes, systems and procedures to achieve District goals; consult and collaborate with engineers, architects and construction contractors regarding routine and/or unusual project issues and phases and develop multiple options, recommendations and alternatives to resolve issues that arrive over the course of the project; initiate, integrate, deploy and monitor short and long-term goals and objectives; develop and oversee operational metrics and project benchmarks including project scope, quality, timeline and budget. “E”
- Work with District Purchasing and Contracting staff in conducting solicitations and bid analyses, developing scopes of work, managing vendor payments and related activities in accordance with local, state, federal laws and district policy; oversee contracts for projects, consultants and related services; ensure contractors comply with all contract elements. “E”
- Prepare, administer and control budgets and contracts relating to assigned projects or activities; recommend approval of invoices, contractor payment requests and material/equipment lease and purchase orders, as assigned; reconcile expenditures against budget; prepare necessary documentation for review/approval. “E”
- Provide accurate and timely project financial forecasts and report projects progress to department administration, district management and other designated parties. “E”
- Monitor and inspect projects throughout the various phases of construction; coordinate the review of project designs and specifications, identify and report potential issues and concerns and follow-up to assure contract standards are met. “E”
- Develop and maintain detailed, clear, complete and accessible project files and documentation in accordance with best practices and legal and District requirements; conduct internal review and audit of assigned projects’ activities; document status; develop, review and revise policies and procedures as necessary. “E”
- Develop reports, memoranda, letters and other documents regarding projects’ status and issues for internal and external distribution; work with district staff, engineers, architects, construction staff and contractors regarding projects’ status, timelines, deadlines, issues of concern; record and document interactions, projects activities, findings, progress and results. “E”
- Lead and/or participate on construction and/or maintenance management-related task forces, community meetings, advisory committees and similar District stakeholder partnerships as they relate to district construction

and maintenance projects; collaborate with multiple stakeholders, district staff, professional and technical experts and others to explore multiple perspectives and differing viewpoints. “E”

- Develop and deliver formal presentations before citizen groups, advisory bodies, the Governing Board and other district stakeholders; attend, participate in and represent the District at a variety of conferences, in-service trainings and meetings. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Participate in the development of District construction design guidelines, educational specifications and development of future capital construction bond programs. “E”
- Provide work direction and guidance to district staff, contractors and others; may provide direct supervision to designated staff as level appropriate. “E based upon level”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

This classification series has responsibility for management and oversight of assigned maintenance, construction and reconstruction projects for district properties. Employees in this series manage specific phases or portions through the full scope of assigned projects, from pre-planning, through bidding processes, contractor and vendor selection, to construction, acceptance and project close-out including management of staff and coordination with contractors or other district stakeholders. Employees are professional experts in the building profession and ensure that projects are completed within the parameters of the laws and regulations governing public agency or public works projects.

The levels are differentiated by the volume and scope of projects managed, complexities and unique challenges associated with project implementation.

The Construction and Maintenance Project Manager I is the primary-professional level class within the series. Employees at this level exclusively manage specific phases or aspects of projects, or the full scope of small cost contracts less than \$100,000, such as direct-select contracts or other non-formal solicitations and may participate in formal contract solicitations under the supervision of a more senior project manager. Employees may serve as a lead over projects, but do not lead or supervise staff.

The Construction and Maintenance Project Manager II is the full-professional level within the series. Employees at this level service the majority of Formal Solicitation contracts ranging in size from \$75,000 - \$5,000,000 and serve as the lead over multiple projects, contractors and district staff, including monitoring the portions of large scale projects assigned to Project Manager I level professionals. Employees may work with purchasing and contracting to conduct formal bid selection processes or participate in negotiating contracts and may provide work direction and guidance including supervision of staff.

The Construction and Maintenance Project Manager III exclusively manages the full scope of the most complex and highest dollar Formal Solicitation contracts ranging in size from a minimum of \$100,000 to projects in excess of \$15,000,000. Project oversight may be over the entire lifetime of a single large scale project, such as a high school rebuild, or involve the coordination and oversight between multiple sites with higher construction volumes, challenging schedules and unique situations where deep technical knowledge, expertise and experience are essential. Employees are responsible for all phases of project implementation including the management of formal design and construction solicitations and design and construction contracts. Employees at this level directly supervise district technical experts and support staff, and lead teams to reach project completion. Employees have extensive experience in preparing formal work scope criteria for design professionals, conducting a formal selection process and have the greatest level of experience and autonomy in negotiating contracts and associated fees.

EMPLOYMENT STANDARDS

Knowledge of:

Project management applications, software and technologies.
Equipment, materials and techniques used in public works construction.
Architecture, landscape architecture, civil engineering, infrastructure design and construction practices.
Federal, state and local laws, processes and procedures governing public agency construction, facilities and asset management programs.
Laws and protocols governing Bond financing of public agency construction/reconstruction projects.
Laws governing public purchasing and contracting including public agency budgeting, contracts and bidding requirements.
Techniques and principles of high-quality customer service.
Oral and written communication techniques.
Trends, approaches and problem-solving techniques used in design, construction, inspection and compliance processes.
Best practices, principles, tools and techniques of project management for building maintenance, space planning, construction and trade projects.
Information technology and computer capabilities applicable to functional responsibilities including Microsoft Office suite.
Public works project management principles, processes, systems and techniques.
Principles of training, employee evaluation, and employee relations.

Ability to:

Analyze situations accurately, evaluate alternative project approaches and adopt effective course of action.
Maintain confidentiality and demonstrate discretion, initiative and good judgment.
Estimate project requirements, and organize resources to meet goals and deadlines.
Prepare, administer and monitor project budgets and anticipate future budgetary needs.
Negotiate scope of work, equipment, goods and services purchases and in accordance with local, state and Federal laws.
Develop bid specifications in accordance with local, state and federal laws.
Effectively plan, schedule, and coordinate work.
Plan, organize, assign, coordinate, review and evaluate the work of professional, technical and consultant efforts.
Analyze technical design engineering, construction engineering and surveying problems.
Communicate effectively both orally and in writing.
Prepare accurate and detailed written material, including staff and administrative reports.
Understand, interpret, and apply technical material, rules, procedures, ordinances and policies.
Develop and deliver formal and informal presentations.
Operate a variety of office equipment, technologies and software.
Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.
Provide work direction, guidance, assistance and leadership to all staff and for technical aspects of assigned projects.
Deliver a high-level of customer service to district stakeholders.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
Establish and maintain effective working relationships with a variety of internal and external stakeholders in a richly diverse workforce and community.

Education and Training

All levels of the series require a Bachelor's degree in Architecture, Engineering, Construction Management Planning, Environmental Design or closely related field and the following:

Experience:

The Construction and Maintenance Project Manager I requires two (2) years' of experience working in design/construction activities in a variety of construction and maintenance settings or in a specified functional area.

The Construction and Maintenance Project Manager II requires three (3) years' of experience managing the full scope of design/construction activities, including developing bid specifications for public works contracts in excess of

\$75,000; Professional designation as a Registered Engineer or Architect, Certified Project Manager or Construction Manager is preferred. Experience serving in a supervisory role is highly desirable.

The Construction and Maintenance Project Manager III requires five (5) years' of experience managing the full scope of large, complex capital projects from pre-planning through project sign-off activities, budget management and preparing formal bid requests in excess of \$5,000,000; at least three (3) years in a supervisory or management role is required. Professional designation as a Registered Engineer or Architect, Certified Project Manager or Construction Manager and LEED Certification is highly desirable.

Experience in K-12 public education or a large, multi-unit public sector organization is highly desirable.

At the I and II level, a combination of coursework in the above areas, professional designation as a Registered Engineer or Architect, Certified Project Manager or Construction Manager and experience working in design, construction or maintenance equal to four (4) years of education and experience can substitute for education and experience requirements. Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Positions in all classifications require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Primary workplace is in an open office environment which requires long periods of computer work with occasional trips to construction sites, district facilities, lease and potential purchase sites, community meetings and hearings, and some evening meetings.

Hazards: Exposure to hazardous conditions, equipment, substances and materials found at construction sites; potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; walking over rough and uneven surfaces; climbing ladders, stairs, scaffolding and ramps to inspect district buildings; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents and inspect building sites.

FLSA: Exempt

Bargaining Unit: N/A

Salary Grades: PM I-25; PM II-36; PM III-41

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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P