

The Maryland-National Capital Park and Planning Commission

TITLE: Design & Construction Project Manager I GRADE: 22 DATE: 1/12/2017
SERIES: Design & Construction CODE: 3160 EEO: Professionals FLSA: Exempt (P)

Class Definition:

Under direction, manages a limited range of projects to design and/or construct park/recreation facilities; works at the first level of project management across the continuum of planning, design (design development, contract documentation and cost estimating) and construction administration. Manages projects that are small to average in size. May manage multiple projects in various stages concurrently under the design-build or design-bid-build approaches; projects are funded in the Capital Improvements Program (CIP) or the Major Maintenance Program (MMP). Performs technical work in one's own field(s), helps ensure effective project budgeting and cost control, coordinates with internal and external stakeholders, performs a range of project manager purchasing and contract administration functions, and helps ensure effective design (through consultants or in-house) and/or construction (through a general contractor or in-house facility management staff) and commissioning. The work has critical impact on individual projects. Applies knowledge of architecture, engineering, landscape architecture, construction management along with good working knowledge of related fields to ensure complete, integrated designs/specifications and perform effectively as a design and/or construction project manager. Independently performs various types of analyses and solves conventional and non-standard problems, which include interactions of technical and non-technical variables. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments. The incumbent works in consultation with the supervisor and others to develop project objectives, scope, schedules and budgets; independently plans and carries out the work in conformance with these parameters, established policies and procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed, and to seek assistance only for highly unusual matters. Work is expected to be effective – the incumbent is held responsible for results, and is evaluated in terms of observance of Commission rules, policies and procedures, quality, quantity, timeliness, teamwork, customer service and such other factors as use of sound judgment in identifying and solving problems.

Examples of Important Duties (Estimated Percentages):

1. Project Management (±70%)

- Serves primarily as a first level design and/or construction project manager. Leads, manages and coordinates the work for small- to average-sized design or construction projects funded in the CIP or through MMP funding. Projects involve one or more technical disciplines and design consultants, but are not complex (as they do not involve a multiplicity of systems or areas of specialization), are not politically sensitive or high visibility, and may not require large in-house stakeholder review teams. Works in consultation with supervisor and other team members to develop project objectives, scope, schedules and budgets, and requests

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assistance or input as appropriate throughout the project. Prepares, plans and tracks project schedules and budgets, assigns project responsibilities, and coordinates the work to complete projects on schedule and within established budget. Monitors completion of assignments at each stage of a project for timeliness, accuracy and effectiveness in meeting work objectives. Coordinates and obtains required approvals, permits and inspections at appropriate timeframes to keep project on schedule and avoid project delays. Initiates and conducts effective progress meetings at regular intervals during design and/or construction including preparation of agendas and meeting minutes.

- Uses established tools and processes for project management and coordination, established business processes, and other applicable policies, procedures, systems and tools. Provides technical support, as needed, for grant applications and develops cost estimating and schedule information for the CIP/MMP. Routinely notifies supervisor of project status, problems and delays, and recommends solutions when presenting problems. Assembles and maintains comprehensive and organized project files, and archives files upon completion of projects.
- Conducts thorough, technically proficient and timely reviews of project work by outside consultants, permit requests for construction on park property, mandatory referrals, public-private partnerships, developer projects, or projects by other agencies on parkland. Reviews preliminary design plans, written reports, construction drawings, specifications, computations, cost estimates, bid forms, submittals and shop drawings for quality assurance, and provides input, at appropriate stages. Reviews work for thoroughness, accuracy, practicality, economy, compliance with applicable regulatory requirements and conformance with sound design and construction practices. Reviews and approves design work and final construction documents, and recommends certification of the work. Reviews progress of construction work at regular intervals to ensure park/space/facility or building system, such as mechanical, electrical, plumbing (MEP) system, is constructed according to the contract documents. Identifies deficiencies at early stages prior to adverse impacts and significant delays to projects. Applies technical expertise to improve and add value to the project, and develops solutions. Interjects an awareness of Commission objectives into the review and ensures work complies with internal park space, facility and system design and construction standards. Communicates and collaborates with others during the review process.
- As a design project manager:
 - Applies specialized technical knowledge in area(s) of technical expertise (such as architecture, landscape architecture, civil engineering and environmental engineering) to design and produce projects in-house, and to direct, review and monitor the technical work of others. Work may include preparing concept plans, detailed designs, construction documents, written technical specifications, cost estimates, and bid forms for a limited range of park spaces, facilities and systems. Develops practical design solutions. Incorporates current guidelines and standards into design solutions and ensures

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that work complies with all Federal, Maryland and local requirements and conforms to sound design principles and methods within technical discipline(s) or area(s) of expertise. Trains and leads technicians, interns and junior staff in performance of technical work and provides input to performance appraisals by supervisors of staff on project. Informs Department Director, Planning Board, senior management and others of implications of proposed changes in policies, laws, procedures and work methods.

- Writes complete and clear scopes of work for design services, including all tasks needed to meet project objectives, reviews proposals with project review panel, and recommends award of contract. Prepares complete list of bid items, special conditions, technical specifications, and detailed cost estimate and advertises projects for construction. Compares cost estimate to project budget, and initiates and develops solutions to reduce costs when necessary prior to bidding. Consults in advance with contract specialist and supervisor to consider and select purchasing methods. Effectively administers design contracts during design and construction phases of the project; reviews and signs off on payment requests. Proactively manages vendors and takes appropriate actions if and when performance does not meet the terms of the contract. Processes change orders and invoices in a timely manner and closes out contract upon completion.
- Attends on-site construction progress meetings among contractors, subcontractors, inspectors, regulatory agencies and park staff. Visits job site during construction and monitors progress to ensure work is being performed to contract requirements to meet the design intent. Communicates regularly with construction manager and construction inspection staff to identify any project design issues requiring resolution. Helps to resolve design problems and technical issues during construction. Reviews work and recommends payment to construction manager for specific contract work. Manages design consultant contract work and approves payments during construction. Reviews as-built plans at the completion of construction for thoroughness and accuracy.
- As a construction project manager:
 - Conducts thorough, technically proficient and timely constructability reviews of CIP/MMP project work, permit requests for construction on park property, public-private partnerships, developer projects, or projects by other agencies on parkland. Reviews preliminary design plans, written reports, construction drawings, specifications, computations, cost estimates, bid forms, submittals and shop drawings, and provides input at appropriate stages. Reviews work and suggests modifications for clarity, practicality and functionality, cost savings, compliance with bid documents, compliance with applicable regulatory requirements, and conformance with sound construction practices. Reviews and approves final construction documents prior to advertising for bids. Reviews and monitors progress of construction work at regular intervals to ensure space/facility/system is constructed according to the contract documents. Identifies deficiencies at early stages prior to adverse impacts and significant delays to projects. Applies technical expertise to improve and add value to the project, and develops

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practical solutions. Interjects an awareness of Commission objectives into the review and ensures work complies with internal park space, facility and system design and construction standards. Communicates and collaborates with others during the review process.

- Reviews scopes of work for construction services including all tasks needed to meet project objectives, reviews proposals with project review panel, and recommends award of contract. Reviews or prepares complete list of bid items, special conditions, technical specifications, and detailed cost estimate, and may coordinate advertisement of projects for construction. Compares cost estimate to project budget, and helps to develop solutions to reduce costs, when necessary, prior to bidding. Consults in advance with contract specialist and supervisor to consider and select purchasing methods. Effectively administers construction contracts during construction phase of the project, reviews and signs off on contractor payment requests. Proactively manages vendors and contractors and takes appropriate actions if and when performance does not meet the terms of the contract. Processes change orders and invoices in a timely manner and closes out contract upon completion.
 - Provides overall coordination and direction for construction projects; applies knowledge of construction management and specific contracts. Schedules and conducts on-site construction progress meetings among contractors, subcontractors, inspectors, regulatory agencies, design staff and park staff. Visits job site during construction and monitors progress to ensure work complies with contract requirements and meets the design intent. Reviews and monitors construction sequences and schedules. Coordinates activities between various trade shops, subcontractors, inspectors and utilities. Schedules and orders materials as required. Communicates regularly with construction inspection staff to track the progress of the work and identify any project issues requiring resolution. Coordinates and helps to resolve problems and technical issues during construction. Reviews, negotiates and approves change orders. Reviews work and recommends payment for specific contract work. Approves payments during construction. Ensures that as-built plans are prepared at the completion of construction and coordinates their review for thoroughness and accuracy.
 - Maintains records and files. Prepares reports.
2. Other (±30%)
- Stays abreast of developments in one's own field(s) of technical expertise, design technology and construction technology, materials, methods and practices; evaluates potential for application in Commission projects or facilities.
 - Communicates and interacts effectively with business contacts. Establishes and maintains or enhances working relationships, including teamwork. Identifies, involves and coordinates

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with internal and external stakeholders including staff, consultants and sub-consultants, contractors and subcontractors, citizens, community groups, public officials, regulatory inspectors, and representatives from other agencies at appropriate stages; resolves conflicts at earliest possible stage in accordance with Commission policies and procedures, and for difficult/sensitive issues, with supervisory assistance. Meets with individuals, community groups and other stakeholders to explain on-going design or construction projects, answer questions, respond to complaints, obtain agreement, gain compliance. Listens to stakeholder wants/needs and develops options/solutions that incorporate key stakeholder concerns into the project, as practicable.

- Uses a computer, modern office suite software, enterprise software, specialized software (such as project planning/scheduling software), and various technical devices/tools for planning, scheduling, communicating (email), word processing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions. May use computer aided design and drafting (CADD) software and hardware.

Important Worker Characteristics:

- A. (1) Knowledge of the concepts, principles, practices, and techniques of one's own field(s) of technical expertise such as, but not limited to, architecture, landscape architecture, engineering and construction management.
- (2) Good working knowledge of directly related fields outside one's principal knowledge base(s) such as, but not limited to, environmental, geo-technical, civil and structural engineering, architecture, landscape architecture and construction management.
- (3) Knowledge of:
- Building and building (MEP) system functionality, maintainability and sustainability.
 - Construction practices and the characteristics and uses of construction and building materials.
 - Key aspects of land surveying pertinent to projects.
 - County*, Maryland* and Federal codes, industry standards and other guidelines affecting space/facility design and construction such as County soil erosion, sediment control, stormwater management and forest conservation requirements, building codes, use and occupancy requirements, fire protection and historic preservation requirements, US Army Corps of Engineers (USACE) and Maryland Department of the Environment (MDE) requirements, various Code of Maryland (COMAR) Titles, American Society of Testing and Materials (ASTM) standards for various materials, products and methods of construction, Consumer Product Safety Commission (CPSC) Guidelines for Design of Public Playgrounds, and accessibility provisions of the Americans with Disabilities Act (ADA).
- (7) Skill in using design and construction project management methods and techniques.
- (8) Knowledge of Commission organization, policies, and procedures.*

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**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to identify subtle aspects of problems and make recommendations and decisions. Examples include applying a variety of quantitative and qualitative measures to project management problems; assessing project scope, approaches; developing preliminary designs and specifications and reviewing proposals and detailed designs/specifications; quality assuring construction; and reviewing change orders and invoices.
- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and agree or comply. This includes skills in actively listening to ascertain key information including concerns, wants and needs of others, in expressing information in ways that help people in both technical and non-technical disciplines understand both technical and non-technical issues, and in communicating effectively to obtain desired actions including agreement or compliance.
- D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. A Bachelor's Degree in Architecture, Landscape Architecture or Engineering or a degree in any related field.
2. Two years of progressively responsible designer and/or construction manager experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 6 years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

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Working Conditions:

Works in indoor (mainly) and outdoor settings. Work is mainly sedentary, but requires some occasional exertion in the field and at construction sites. Is occasionally exposed to inclement weather and construction site hazards including close proximity to energized equipment and moving vehicles. Maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines.