

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004484
Grade 27
FLSA: E**

CAPITAL IMPROVEMENT PROJECT MANAGER II

DEFINITION OF SERIES:

The Capital Improvement Project Manager series covers positions that are involved in the project management, design, contract administration/control and quality assurance/quality control activities associated with the design and construction of County Government facilities. The work is multi-disciplinary, and often requires the employee to be familiar with a variety of engineering, design and construction disciplines and understand how each supports the overall project.

DISTINGUISHING CHARACTERISTICS:

Employees in this class perform journey-level non-supervisory capital improvement project management work involving the project management, contract administration/control and quality assurance/quality control activities associated with the design and construction of County Government facilities and may lead project team members in meeting engineering design and construction goals for moderate and large projects, providing coaching to employees and feedback to supervisors on the performance of employees and contractors assigned to the project. The employee performs various assignments in design, plan review, project management, contract administration, scheduling and other functions, which are characterized by significant technical complexity, cost, and duration, and may involve the coordination of several different disciplines (e.g., architectural, civil, structural, electrical, mechanical, and environmental engineering and non-engineering domains (contracting, budgeting, etc.)).

MAJOR DUTIES:

Manages engineering projects of moderate to large size and complexity involving multiple disciplines, taking projects from conception through design to construction and final acceptance:

EXAMPLES OF DUTIES: (Illustrative Only)

- Works with architecture and engineering (A&E) firms to develop and finalize designs; directs, coordinates and monitors all phases of construction management activities; monitors work of contractors and County staff engaged in constructing moderate to large scale capital projects; visits sites to observe work and to inspect materials and processes used in construction, or assigns staff to inspect materials and project activities; confers with contractors regarding schedules, safety measures, site problems, and delays; reviews and recommends the approval of project change requests and payments; prepares project reports and maintains project records and files.
- Oversees environmental studies for proposed capital improvement projects to identify the potential impact of the project on the environment/community and develops and propose remediation efforts; coordinates and enforces the implementation of environmental compliance measures required of the County or other parties; oversees or performs environmental inspections, studies, reports and remediation projects.
- Reviews and evaluates new or existing industry standards, codes, and practices to develop engineering standards and guides; reviews plans and proposals for compliance with guides and advises the County on design and construction issues.
- Serves on Qualification and Selection Committees in the selection of contractors and provides

engineering expertise for developing the bid documents – e.g., scope of work statements, the technical specifications and contract language – and contractor selection criteria to Procurement; evaluates proposals, interviews contractors/consultants, and recommends selection; serves on the contract negotiations team.

- Directs and manages the contract: conducts contract review, monitors, and verifies compliance with and enforces the contract, communicates with the contractor on contractual issues, monitors and controls project budget, reviews and approves pay requests, processes contract amendments, addendums, change orders and field orders, RFI, ASI, etc. and maintains detail log of such activities to assure expedited action and monitor compliance with budget.
- Lead commissioning process throughout the design and construction and provide training of all building systems for facility maintenance staff prior to completion of project.
- Communicates with developers, designers, contractors, property owners, other governmental agencies, and the public to response to requests for information, to explain legal/regulatory requirements, or to provide technical assistance.
- Informs other in County government, members of the public and others regarding engineering policies and requirements for construction and assists such persons on such matters as regulatory compliance, County policies and procedures.
- Leads and participates in meetings, work groups and task forces formed to deal with moderate to large scale engineering related projects and issues; participates in discussions, presentations and report writing; and recommends/obtains authorization for studies related to design and construction
- Attends public hearings and meetings to present, or to support the presentation of, proposals that may be controversial; attends community/neighborhood organization meetings to explain studies, projects, department policies/programs, etc., and to respond to complaints and requests for information/service.
- Confers with County staff, developers, A&E staff, contractors, and their representatives regarding issues – such as controlling costs, project scheduling, quality control, and safety – arising during planning and completion of projects. Develops options and recommendations for improvement and negotiates with contractors to resolve matters.
- Uses computer applications for planning, design, analysis, and communicating.
- Performs related duties as required.

SUPERVISORY CONTROLS:

Overall objectives and resources available are set. The employee alone, or in consultation with the supervisor, reviews the project goals to develop the deadlines and identify what work is to be done. The employee is responsible for planning and determining the approach(es) to be taken and the methodology to be used. The employee develops and implements the project plan following engineering and project management principles and best practices, available resources, specified timelines, and other factors, and resolves most of the conflicts that arise on own initiative, coordinating with others, and keeping the supervisor informed of project progress and potentially controversial matters. The Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

In general, the employee follows standard and generally-accepted project management principles (including contract administration processes and procedures), engineering standards (for one's own

discipline and, as required, in other disciplines/fields), building, fire and life safety codes, accessibility rules and other federal, Maryland and local regulations (such as the County's *Project Management Handbook for Project Managers*) to ensure that designs, building plans, specifications, and as-built features comply with regulatory requirements. Other important guides cover zoning, procurement, land surveying, land acquisition planning, maintainability-sustainability guides and 'green building' standards. On occasion, the employee exercises resourcefulness and creativity in selecting, adapting, and applying or devising the new guides to address projects requiring unique approaches.

COMPLEXITY:

Assignments are technically complex and involve the coordination of multi-discipline activities related, but not limited to, architectural, civil, structural, electrical, mechanical, and environmental engineering. Overall project management includes responsibilities for contract administration/control and quality assurance/quality control of projects and requires a professional construction engineering design background. Typical assignments involve situations, some of which are novel or lacking in precedent, that must be analyzed to determine appropriate courses of action. Many situations contain uncertainties and unknowns, some the result of new technology, which call for exercise of seasoned judgment.

SCOPE AND EFFECT:

The scope of the work typically involves managing and monitoring professional services contracts that have major scope/impact and are high cost. The employee is responsible for projects from conception through acceptance of designs, or from construction through final acceptance of completed work, and the design-construction projects impacts critical County infrastructure and/or facilities. The employee analyzes various complex issues to formulate, organize and direct the implementation of capital projects (i.e., engineering design and building construction), and ensures that the objectives of a design and construction program are met. The work typically affects facility tenants, county residents and the public using the facility or serviced by the tenants, the surrounding community, county residents, county government operations, etc.

CONTACTS:

Contacts are with public and private officials, including community groups (such as associations, preservationists, disability rights advocates, etc.), contractors and architecture and engineering (A&E) firms, utilities personnel, regulatory agencies, lawyers, consultants, County officials and department/agency staff, tenants of County facilities, and County engineering, architectural and other capital improvement project managers. The purpose of these interactions is to plan and coordinate operational matters, provide advice/guidance on construction plans and documents, resolve complex problems, address County actions related to the impact of construction projects on the community. Contacts may be contentious, and the employee may need to negotiate, persuade, and defend the County's position.

PUBLIC SERVICE /ASSISTANCE:

Positions assigned to this class provide limited one-to-one public service and assistance to individuals outside of the County Government. The employee may periodically interact with the public, but this interaction is incidental to the primary purpose of the job.

HAZARDS:

Risks associated with construction activity include general site conditions, street traffic, moving equipment, uneven terrain or constructed spaces and possibility of falling materials. The employee

typically spends five to ten percent of the work time where a hard hat, steel-toed safety shoes, hearing protection or other personal protective equipment and caution are required.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years professional experience in an architectural or engineering discipline with a focus on the management of projects involving the design and construction of large (\$10MM-\$20MM) facilities, to include contract administration, scheduling, budgeting and quality assurance/quality control.

Education: Graduation from an accredited college or university with a bachelor's degree in Architecture, Mechanical, Civil/Structural, Electrical or Environmental Engineering or a related engineering discipline, or Construction Management.

Substitutions: An equivalent combination of education and experience may be substituted, provided such combination includes at least sixty (60) accredited semester hours (or an equivalent amount of accredited professional training) in engineering or related courses appropriate to the assigned position.

Knowledge, Skills, and Abilities:***Advanced Knowledge of:***

- Standard professional design and construction concepts, principles, practices, and techniques related to an engineering or architectural discipline and an understanding of roles of various engineering disciplines – including but not limited to, civil/structural engineering, mechanical engineering, electrical engineering, and environmental engineering – in the design and construction of modern, efficient facilities.
- Building and building system functionality, maintainability, and sustainability, including 'green building' objectives, principles, and practicalities.
- The characteristics and uses of construction and building materials, including state-of-the-art construction technology and materials.
- Understanding of project management methodology, practices and techniques and skill in applying project management skills including monitoring, guiding, and coordinating the work of others (e.g., A&E professionals, A&E firms, construction contractors, etc.), developing contract agreements/amendments for facility design and construction and the performance of other professional services.
- Understanding of the key aspects of land surveying pertinent to projects.
- County, department and unit missions, operations, policies, and procedures, as well as the impact of State/Federal regulators and utility companies, and the laws/regulations relevant to the construction/renovation of facilities.
- County (self-insured) insurance requirements, County permitting and other federal, State, County or municipal (such as City of Rockville) regulations, requirements or guidelines to manage construction projects and administer construction contracts.

Skill in:

- Proficiency in problem solving to select, organize, and logically process relevant information (verbal, numerical or abstract). This includes skill in identifying subtle aspects of problems and making recommendations and decisions, conceiving complex designs and preparing/reviewing architectural drawings, developing options, analyzing cost estimates, etc.
- Interpreting/applying County, State of Maryland, and federal codes and in the permitting and inspection processes, industry standards and other guidelines affecting facility design and construction/renovation.

- Managing moderate to large scale design and construction projects including developing the project plan, charter and project schedule; assessing risks and developing steps to mitigate the risk; identifying resource requirements (e.g., project budget, request for proposal development, skills requirements of the project team, the contractor selection etc.); negotiating and administering contracts; monitoring project progress, signing off and authorizing payments at the completion of the project.
- Interacting with others in a businesslike, customer service-oriented manner; direct/lead project team members and establishing and maintaining effective working relationships; and negotiating and persuading others.
- Conveying and interpreting written and oral information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments so that others will understand and, at times, may be convinced or persuaded. This includes skill in listening 'actively' to ascertain key information, including perspectives, concerns, wants and needs of others and in expressing information in ways that help people understand technical and non-technical issues and skill in preparing written reports, design specifications, contract documentation, records of unit activities, and correspondence.
- Using a computer, office suite software (such as MS Office), enterprise software and specialized software (such as Primavera, MS Project) to communicate, manipulate data, prepare presentations, conduct research, budget, requisition, plan/schedule projects and perform other functions. Skill in using computer engineering applications and models

Licenses, Registrations, Certifications, or Special Requirements:

There will be no substitutions for this section.

- Positions within this class require licensing as a Professional Engineer (PE) or Registered Architect (RA) licensed by the State of Maryland.
- Applicants with appropriate experience and licensing from another state will be considered for appointment but will be required to obtain reciprocal licensing from Maryland within six months of appointment to this class. Certification as a Project Management Professional (PMP) or similar certification may be substituted for professional licensure.
- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

Work Environment:

The employee works mainly in offices, meeting rooms and other places that are adequately heated, lighted and ventilated. However, there is also field work, such as field surveys and construction project visits, where there is dust, dirt, grease and exposure to adverse weather.

Physical Demands:

While at the construction site, the employee will move on rough or uneven terrain. The employee may kneel, stoop, bend and reach, or use of ladders to view restricted spaces or access building mechanical systems.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS:

Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL PROTOCOL: Medical History Review – Low Risk

PROMOTION POTENTIAL:

At the discretion of the appointing authority, positions in this classification may be non-competitively promoted to the next higher-level classification, Senior Capital Improvement Project Manager. Appointment to the Senior level requires that the employee performs the full range of duties of the class and meets the qualification standards for the class.

CLASS SPECIFICATION HISTORY:

Class Established: April 2018

Revised (format): October 2018