

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

**Code No. 004486  
Grade 25  
FLSA: E**

**CAPITAL IMPROVEMENT PROJECT MANAGER I**

**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:**

This is intermediate-level non-supervisory capital improvement architecture and engineering work involving the project management, contract administration/control and quality assurance/quality control activities associated with the design and construction of County Government facilities. Typically, the work involves supporting a project team consisting of other capital improvement project staff on moderate to large scale projects or, as the employee becomes more experienced, leading a project team in meeting design and construction goals for small construction and renovation projects, providing coaching to employees and feedback to supervisors on the performance of employees and contractors assigned to the project. As a member of a large project team, the employee may be responsible for one aspect of the project, for example, contract administration, scheduling, design of a component of the project, environmental compliance, etc.

**MAJOR DUTIES:**

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

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Obtains information about project goals, constraints, and other issues; meets with facility management, intended users, and others (e.g., finance and budget officials) to identify desired outcomes, program requirements, and project restraints; provides space planning guidance; prepares engineering designs for small projects and complexity and/or works with architecture and engineering (A&E) firms to develop and finalize designs; coordinates and monitors all phases of construction management activities; monitors work of contractors and staff engaged in constructing small scale capital projects including renovations; 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. May provide advice on site selection and site utilization.
- Coordinates environmental studies for proposed capital improvement projects to identify the potential impact of the project on the environment/community and develops and proposes 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.
- 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.
- Administer 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.
- 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 small to moderate sized engineering related projects and issues; participates in discussions, presentations and writes reports, 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:**

Guidelines – which include generally-accepted project management and engineering design principles/standards, local and national building, fire and life safety codes, federal, state and local regulations/statutes, regional planning, zoning, historic preservation, procurement, and project management, etc. – are normally available, but are not completely applicable to the work or do not cover new or unusual situations encountered in the work. Assignments and interactions with the project team expose the employee to various interpretations of zoning, procurement, land surveying, land acquisition planning, maintainability-sustainability guides and ‘green building’ standards. As the employee becomes more familiar with the guidelines, the employee learns to exercise resourcefulness and creativity in selecting, adapting, and applying or devising the new guides.

**COMPLEXITY:**

The complexity of the work is characterized by project importance, project management responsibilities (e.g., is the employee providing project leadership or support to the project team), and is characterized by technical complexity, but unlike higher level CIPMs, the scope of the projects are smaller and less complex, the project costs are lower, and schedule duration is shorter. Typically, the employee is responsible for one aspect of the project: e.g., contract administration/control; quality assurance/quality control; professional construction engineering design activities (architectural, civil, structural, electrical, mechanical, or environmental engineering); etc. Typical assignments may involve situations, which are novel or lack precedent, and the employee must be analyze the situation to determine appropriate courses of action.

**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:**

**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.

**Experience:** Three (3) years professional experience in an architectural or engineering discipline with a focus on the management of projects involving the design and construction of small to moderate (<\$10MM) facilities, to include contract administration and quality assurance/quality control.

**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, or possession of a Professional Engineer (PE) or Architect licensed by the State of Maryland (licensing from another state may be considered for appointment).

**Knowledge, Skills, and Abilities:*****Thorough 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.
- The characteristics and uses of construction and building materials, including state-of-the art construction technology and materials.
- Building and building system functionality, maintainability, and sustainability, including 'green building' objectives, principles, and practicalities.
- 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.
- Understanding of the key aspects of land surveying pertinent to projects.
- Computer engineering applications and models.
- Project management activities and skill in applying project management skills including skill in 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, etc.
- Montgomery County, State of Maryland, and federal codes, the County's the permitting and inspection processes, industry standards and other guidelines affecting facility design and construction/renovation.

***Skill in:***

- Managing small 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.

- 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 balanced recommendations and decisions, conceiving designs and preparing/reviewing architectural drawings, developing options, analyzing cost estimates, etc.
- Interpersonal skills including interacting with others in a businesslike, customer service-oriented manner; establishing and maintaining effective working relationships as a member of a project team to achieve agreement by interpreting requirements and discussing problems; 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, agree or 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.

**Licenses, Registrations, Certifications, or Special Requirements:**

There will be no substitutions for this section.

- 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, Capital Improvement Project Manager II.

**CLASS SPECIFICATION HISTORY:**

**Class Established:** April 2018

**Revised (format):** October 2018