

JOB INFORMATION

Job Code	NB50D
Job Description Title	Sr In-House Construction Project Manager
Pay Grade	FM19
Range Minimum	\$81,960
33rd %	\$103,820
Range Midpoint	\$114,750
67th %	\$125,670
Range Maximum	\$147,530
Exemption Status	Exempt
Approved Date:	3/13/2025 4:11:18 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design & Construction

JOB SUMMARY

The Senior In-House Construction Project Manager leads all aspects of a program of moderately complex to complex (i.e. multiple trades, multiple phases, multiple contracts) or large, over \$150K, construction projects from pre-design through financial closeout. This role involves the overseeing of multiple project teams, including project managers and construction technicians, to ensure successful project planning, scheduling, budgets, quality control, and communication. The Senior Project Manager works closely with departmental leadership, project teams and stakeholders in resolves conflicts, and ensures projects are delivered on time, within budget, and to required quality standards.

RESPONSIBILITIES

- Leads all aspects of multiple large construction projects or program of projects simultaneously, including communication, scheduling, budgeting, planning, contract management, and quality control.
- Leads regular construction update meetings with clients, design teams, field teams, and leadership to ensure alignment and clear communication. Leads meetings starting in the pre-design phase of projects to include participating in design reviews for all In-House Construction projects. phase of project.
- Leads a team of design and construction professionals, resolving conflicts and fostering a positive, collaborative environment to ensure project success across the department.
- Maintains clear and consistent verbal and written communication with high level clients, design teams, field teams, senior leadership, and other stakeholders to provide project updates and reports. Maintains regular updates in Facilities project management database. Responsible for the creation and issuing of regular communications and reports as required.
- Develops cost estimates and full project budgets.
- Reviews, tracks, and reports on project budgets, ensuring accuracy and reporting on actual and projected expenditures. Oversee the timely processing of requisitions, purchasing card purchases, and invoice approvals for assigned projects. Identify issues and propose solutions to leadership when necessary.
- Leads the development of material requirements, manage the buyout process, track material orders, and verify deliveries and payment terms to ensure timely procurement.
- Develops bid packages and ensure bid packages meet standards and requirements for projects. Reviews, approves, and manages all bids, contracts, and change orders with contractors and vendors for assigned projects to ensure they meet project requirements.
- Develops, tracks, and manages project schedules, including in-house and contracted labor. Ensure schedules are met and issues are resolved promptly.
- Identifies problems during construction, develop solutions, and implement changes to keep projects on track.
- Reviews project work to ensure compliance with project requirements and codes. Coordinates inspections, including final and warranty inspections, with relevant stakeholders.

RESPONSIBILITIES

- Manages project closeout by collecting and submitting all required documentation, ensuring proper archiving, and conducting end-user training and handoff.
- Monitors and enforces safety protocols on site, contribute to the development of safety plans, and ensure safety measures are followed throughout the project.
- Develops and implements policies, standards, and procedures for department.
- Participates in ongoing training to develop skills and stay current with industry best practices. May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Construction trades, building science, project management	and	7 years of	Construction trades, building science, project management. 3 years at preceding level.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Fully understands concepts, practices, and procedures for project construction and project management.

Fully competent in all conventional aspects of subject matter or functional area of assignments.

Proven record of successful completion of multiple complex construction projects. Successful completion is defined as the completion of projects on schedule, within budget, and that exceeds client expectations. Successful completion also includes the completion of all project management requirements to include but not limited to high quality project reports and notes, timely reporting and resolution of complex issues, high quality and timely communication with all project stakeholders.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State			Required	And
	Professional engineer (PE), Registered Architect (RA), or Project Management Professional (PMP), or approved equivalent		Required	And
	OHSA 30	within 90 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting		X				50 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.