

**Alaska Court System
Class Specification**

FACILITIES PROJECT MANAGER II

Range: 22

EEO4: 02

SOC: 11-9021

Class Code: C3304

Definition:

Under general direction, the Facilities Project Manager II is responsible for the management of design and construction contracts for the Alaska Court System associated with a new or remodel construction project of more than 100,000 square feet; or the concurrent management of several major construction, renovation, or leasehold projects that total more than 75,000 square feet in the aggregate.

Distinguishing Characteristics:

Positions in the Facilities Project Manager series are responsible for the management of new construction and renovation projects for the Alaska Court System. Levels within the series are distinguished by the size and complexity of the projects assigned.

The Facilities Project Manager II is distinguished from the Facilities Project Manager I by the responsibility of the Facilities Project Manager I for new construction and remodel projects of less than 100,000 square feet; or the concurrent management of several major construction or renovation projects that total less than 75,000 square feet in the aggregate.

Incumbents are engaged in full-time management and oversight of all phases of the design and construction process. Incumbents work independently within the limits of delegated authority.

Examples of Duties:

Manage large construction projects and associated professional contracts.

Manage larger leasehold projects that are combined with capital funded projects.

Manage and coordinate all activity in the design, construction, and warranty phases of assigned projects.

Prepare specifications, Invitations to Bid, Requests for Proposal, and contracts for issuance by the Facilities Manager.

Perform daily inspections, write reports, and maintain a photo journal of assigned projects.

Evaluate issues, make decisions, or recommend action based upon statutes, regulations, building codes, and local planning, zoning, design, and construction standards.

Log, track progress, negotiate and coordinate resolution of Requests for Information (RFI), Requests for Proposal (RFP) Change Orders, Shop Drawings, Submittals, and other work requests.

Perform detailed and difficult research work in support of any claims by consultants or contractors.

Work in the field and visit construction projects regularly.

Knowledge, Skills, Abilities:

The Facilities Project Manager II requires knowledge of:

- Principles and techniques of administrative management, including organization, planning, staffing, budgeting, and reporting.
- Principles and techniques of project management, cost management, and documentation.
- Procurement and contract statutes, regulations, rules, and procedures.
- Current developments and trends in architecture, engineering, and construction.
- Construction codes and regulations.
- State and local planning, design, and construction standards.

The Facilities Project Manager II requires skill in order to:

- Negotiate contracts.
- Read and interpret schematics, blue prints, building codes, and contract documents.
- Prepare contract specifications, bidding documents, contract awards, and change orders.
- Use computer aided drafting software, project management software, and standard office applications.

The Facilities Project Manager II requires the ability to:

- Analyze and appraise facts to make management decisions.
- Evaluate and enforce compliance with schedules and cost estimates.
- Set goals, monitor progress, and adjust resources to accomplish project timelines and objectives.
- Develop and maintain effective working relationships with associates, contractors, and consultants.
- Communicate effectively in written and verbal forms.

Minimum Qualifications:

A bachelor's degree from an accredited college in engineering, architecture, construction management, or a closely related field AND five years of professional level experience managing facility design and construction.

Substitution:

Four years of professional level experience in construction administration and project management will substitute for the required bachelor's degree.

Professional level experience includes substantial responsibility for the oversight of projects and the supervision of contractors and design professionals. Clerical, technical, and paraprofessional work related to construction administration and project management DOES NOT qualify.

Preferred Qualifications:

Licensure by the State of Alaska as a Professional Engineer or Architect; Project Management Institute Certification; or Construction Specifications Institute Certification.

Note:

This position is in the partially exempt service; incumbents serve "at-will" to the hiring authority.

06/92 – Original, Project Manager C0141

09/06 – Revision, Title & Class Code Change, WPA

03/14 – Revised, Remove MQQ's

10/14 – Change EEO4