THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Contract Title  Project Manager (04819)

Classifications:  Job Family: Design and Construction
                  Classified Competitive Jurisdiction
                  Non-Managerial

Attributes:  All Levels are Full-Time
             No restriction on number of positions
             FLSA Status is Exempt

Date Issued  (R) August 26, 2013

General Duties and Responsibilities

A Project Manager oversees one or more aspects of the planning, execution, and completion of the design and construction of capital building projects and specialized construction at a Campus or University setting. Manages projects for renovation and/or maintenance of existing facilities. For the purpose of this description a building is defined as a physical structure of a building not the act of construction.

General Work Tasks

All Levels  Under general supervision:

- Responsible for one or more aspects of planning and coordinating capital projects.
  - Develops quality standards and monitors performance.
  - Incorporates University procedures and standards such as safety and CUNY design standards.
  - Maintains compliance with relevant laws, regulations, and CUNY standards.
  - Applies project management procedures and standards using appropriate methods and technologies.
  - Communicates effectively with all project participants.
  - Meets standards for performance (time, cost, quality).
  - Enters, maintains, and accesses information in computer-based systems, such as project management systems, work order systems, inventory and timekeeping systems, and financial systems of various kinds.
  - Performs work indoors and outdoors under various environmental conditions, including extreme temperature conditions, climbing ladders and scaffolds, and working in close spaces as necessary to advance project(s).
  - Work may require driving to work locations.
Assignment Level 1  Responsible for one or more aspects of planning and coordinating capital projects.

- Conducts project estimation and establishes project budget.
- Documents project requirements and assists in preparing project design specifications, Requests for Proposal (RFPs) or other consultant procurement solicitations.
- Participates in the consultant selection and contracting process.
- During the course of a construction project, analyzes and documents change orders.
- May function as an Expeditor, completing required documentation to obtain appropriate licenses and certificates, assisting in dealings with the NYC Department of Buildings and other authorities.
- Arranges and participates as appropriate in required project meetings, inspections, and project activities.
- Inspects ongoing projects, collecting data on project status for review by management.
- Collects and transmits data on project progress, utilizing appropriate technology.
- Collects and maintains information on vendor activities, including time spent, tasks performed, and billing information.

Assignment Level 2  Responsible for a single or multiple project(s) of moderate complexity, or aspects of a larger project, within a Campus or University setting.

In addition to work performed at Level 1, typical duties include:

- Maintains information systems providing data for project management.
- Assists in preparing overall project time and cost estimates.
- May negotiate and plan the execution of change orders.
- Reviews schedules and reports and compares them with plans, reporting findings.
- Reports to management on project status and outstanding issues.

Assignment Level 3  Responsible for the overall management of complex project(s) within a Campus or University setting.

In addition to work performed at Level 1 & 2, typical duties include:

- Advises and makes recommendation on project needs, options, and functional requirements.
- Assists in developing scope of project, working with technical resources to develop conceptual estimates and schedules.
- Participates in the consultant selection and contracting process.
- Reviews reports and assessments and communicates findings to management, assuring important issues are addressed.
- Informs contractors of relevant information and conditions, and reviews contractor compliance with regulations such as prevailing wage rates, environmental compliance, postings, and University standards.
- Directs internal and external staff involved in project activities.
- Analyzes Value Engineering (VE) proposals and makes recommendations to incorporate appropriate VE proposals into project.
Qualification Requirements

All Levels

- A four-year high school diploma and six years of experience, in one or more of the following:
  - Planning, administering or expediting architectural/engineering design and/or construction of a non-industrial building to be occupied by people for educational use requiring a certificate of occupancy

Substitutions:

- Associates degree in engineering, architecture, landscape architecture with four (4) years of experience with non-industrial buildings to be occupied by people for educational use requiring a certificate of occupancy.
- A Baccalaureate degree in engineering, landscape architecture or a related field with two (2) years of experience with non-industrial buildings to be occupied by people for educational use requiring a certificate of occupancy.
- A Baccalaureate degree in architecture with 1 year of experience with non-industrial buildings to be occupied by people for educational use requiring a certificate of occupancy.

Knowledge of the English language (spoken, written, read) sufficient to carry out the activities described in this specification

A Motor Vehicle Driver’s license, valid in the State of New York, may be required for some positions

Additional Requirements for Level 2

To be appointed at Level 2: candidates must have at least one additional year of experience in one of the following:

- Supervision of employees within a construction project
- Supervision of a construction project.

Additional Requirements for Level 3

To be appointed at Level 3: candidates must have at least one year of experience above and beyond Level 2 (i.e., a total of two additional years’ experience in project and/or personnel supervision).

Direct Lines of Promotion

From: None  
To: None