



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PROJECT MANAGER III	44	B	6.751
PROJECT MANAGER II	42	B	6.762
PROJECT MANAGER I	38	B	6.763

SERIES CONCEPT

Project Managers perform professional services in planning, coordinating, directing and managing the activities of construction projects and capital improvement programs; develop design concepts; determine cost estimates and budgets; negotiate reviews and modify contracts, agreements, architectural/engineering plans, specifications, and schedules as appropriate.

Coordinate the development of capital improvement projects and provide in-house architectural or engineering services as licensure allows; conduct meetings with agency representatives to develop project parameters, inspect existing sites and/or facilities, evaluate the condition of structures, obtain necessary data to prioritize agency needs and develop the scope of work; determine if construction requests are considered a capital improvement or agency project; develop descriptions and formal cost estimates for funding and prepare recommendations for funding approval.

Coordinate the use of outside consultants by preparing and submitting project descriptions for review and solicitation by private architectural and engineering firms for the design and engineering of construction projects; negotiate fees and prepare consultant agreements; evaluate written proposals, conduct interviews and recommend the selection of firms based on qualifications, scope of work, proposal and time frame for project completion; prepare and submit final agreements and contracts for review.

As professional licensure allows, perform architectural design for in-house projects involving the generation of site plans, floor plans, building sections, exterior elevations and detail drawings which include the building concept and special requirements covering structural, mechanical and electrical systems, or perform engineering design which includes preparing sketches and details, supervising drafting, checking final construction drawings, preparing written technical specifications and preparing calculations as required to substantiate designs; ensure construction plans meet local government zoning requirements as well as State and federal requirements.

Manage projects during the design phase by performing regular design reviews, and work with agencies, private contractors and section staff to prepare final construction plans and specifications; conduct final plan reviews to ensure design requirements, agency needs, and federal and State requirements are met; resolve discrepancies and ensure that final revisions are completed prior to the construction phase.

Coordinate and manage the construction bid process by preparing materials for the bid package, advertising projects for bid, and processing necessary documentation; review bids, conduct preliminary bid meetings, negotiate construction contracts, and finalize bid awards.

Work with outside consultants, contractors, code officials and inspectors to resolve problems and/or provide clarification of contract documents and building requirements.

Review and evaluate progress schedules essential to the programming and administration of contracts; submit progress reports during the term of the contract and advise management on problems which may affect completion

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SERIES CONCEPT (cont'd)

of the contract or performance of the work; review and evaluate sample tests, material certifications, reports, shop drawings and descriptive data submitted by contractors for compliance with special, general and technical provisions of the contract; ensure that requested changes and additions are allowable and practical, that funds are available and that the proposed work is within the contract scope; collect data and make formal reports, informational reports and recommendations to other Project Managers and management.

Participate in the final inspection of completed projects and ensure final provisions of the construction contract are met; verify that the drawings are produced and filed in accordance with Nevada Revised Statutes and that the construction project has been legally terminated prior to being assigned over to the responsible agency.

Perform related duties as assigned.

CLASS CONCEPTS

Project Manager III: Under administrative direction, incumbents perform the full range of duties in the series concept and in addition function in the capacity of a section supervisor; direct architectural and/or engineering functions and supervise the work of lower level architects, engineers and paraprofessional staff.

Incumbents are responsible for preparation of the agency's statewide master plan for new structures, additions and renovations including biennial construction budgets and projected capital improvement program; conduct research and make projections regarding work priorities, scope of work, and estimated construction costs; and are accountable for all phases of agency project construction planning, implementation and completion as well as project administration and coordination with other agency heads and outside contractors.

Project Manager III's are also responsible for all phases of the design and/or review process performed by assigned staff including design work, cost estimates, bid and contract negotiations, and inspection activities. They ensure that all projects meet professional architectural and engineering principles and practices, contract specifications, applicable policies and procedures as well as State and federal requirements.

Project Manager II: Under general direction, incumbents perform the full range of duties in the series concept as a licensed architect or engineer. This level is distinguished from the Project Manager I by professional licensure and authority over major design projects and/or capital improvement programs such as those involving the design of public buildings, office complexes and major structures. Work requires the application of a wide range of architectural and engineering principles and practices as well as considerable judgment and independent decision-making.

Project responsibility includes determining work priorities, standards, techniques and guidelines. When standards and techniques are not prescribed, judgment and ingenuity must be exercised. Project Manager II's may act as a first line supervisor and have functional responsibility for a staff of architects, engineers, project managers, project coordinators and drafters.

Project Manager I: Under general direction, incumbents function independently within the program guidelines and are accountable for aspects of the assigned projects or program areas not requiring professional licensure as an architect or engineer. Project Manager I's may provide work direction to project coordinators, drafters and other staff as assigned.

MINIMUM QUALIFICATIONS

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SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

- * For Project Manager III and Project Manager II positions, licensure as an Architect or Professional Engineer is required at the time of appointment and as a condition of continuing employment. Any person licensed as an Architect or Professional Engineer in another jurisdiction must become licensed in Nevada within 12 months following the date of appointment.

PROJECT MANAGER III

EDUCATION AND EXPERIENCE: Licensure as an Architect or as a Professional Engineer and two years of post-licensure experience which involved managing and directing architectural or engineering functions and supervising the work of lower level architects, engineers and paraprofessional staff involved in the design, planning and coordination of construction projects and/or capital improvement programs; **OR** two years of experience as a Project Manager II in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: construction management techniques used in the design, construction and renovation of buildings and other structures; construction project planning, design and coordination. **Working knowledge of:** personnel management practices. **Ability to:** assign, direct and evaluate the work of assigned staff; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints; prepare and administer professional service contracts; prepare engineering sketches and details suitable for drafting; modify and/or adapt engineering designs, procedures or methods to fit a given set of circumstances; read and understand technical engineering documents; negotiate and exchange ideas, information and opinions with others to formulate policies and/or arrive jointly at decisions, conclusions or solutions; develop policies and procedures; represent the agency regarding a variety of issues; manage project budgets to avoid cost overruns; oversee, inspect and approve work performed by subordinates and contractors; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: Rules for State Personnel Administration; legislative requirements in the development of capital improvement programs; Nevada Revised Statutes, State Purchasing and State Administrative Manual requirements related to providing cost estimates and the procurement of materials; agency building construction policies and procedures related to monitoring projects and approval of outside contractors' work.

PROJECT MANAGER II

EDUCATION AND EXPERIENCE: Licensure as an Architect or as a Professional Engineer. Two years of the experience required for licensure must have included coordinating major construction projects and/or capital improvement programs involving the construction of public buildings, office complexes, and other structures. *(See Special Requirement and Informational Note)*

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PROJECT MANAGER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: requirements and application of pertinent building codes; complex architectural and/or engineering design and safety code requirements; contract administration including cost estimating, laws, specifications, and architectural and/or engineering practices; preparation of architectural and/or engineering drawings and specifications; construction practices to ensure the implementation of all aspects of the design and construction of a project. **Working knowledge of:** construction management techniques.

Ability to: design a wide variety of structures under varying conditions; develop and produce architectural and/or engineering designs, working drawings and detailed specifications; develop and design complex architectural and/or engineering drawings; manage complex construction projects; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: agency building construction policies and procedures related to monitoring projects. **Working knowledge of:** legislative requirements in the development of capital improvement programs; Nevada Revised Statutes, State Purchasing, and State Administrative Manual requirements related to providing cost estimates and the procurement of materials; State Personnel rules, regulations and principles applicable to hiring, training, evaluation and discipline of subordinate staff.

PROJECT MANAGER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in architecture, engineering, business administration or related field and two years of experience involving the design, planning and coordination of construction projects; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: contract administration including cost estimating, laws, ethics, specifications and architectural or engineering practices; preparation of drawings and specifications; construction practices to ensure the implementation of all aspects of the design and construction of a project; requirements and application of pertinent building codes, federal requirements for construction criteria and standards as applied to project involving federal grants; construction practices to ensure the implementation of aspects of the design and construction of projects; general safety procedures and OSHA requirements when working on a construction project. **Skill in:** use of design and project management software. **Ability to:** analyze the physical condition of existing buildings; establish and maintain effective working relationships with contractors, consultants, suppliers, State and local officials and co-workers; organize meetings and projects; work independently; adapt to frequent changes in workload; write concise, logical, grammatically correct correspondence and reports used to develop agreements, explain and interpret policy and procedure, building requirements, contract plans and specifications; resolve discrepancies; analyze information, problems, situations, practices and procedures to define problem areas and formulate logical and objective solutions; coordinate a variety of construction activities involving the negotiation and implementation of architectural and engineering work.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency building construction policies and procedures related to monitoring projects. **General knowledge of:** legislative requirements in the development of capital improvement programs; Nevada Revised Statutes, State Purchasing, and State Administrative Manual requirements related to providing cost estimates and the procurement of materials. **Ability to:** mediate in disputes involving projects.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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