

POSITION DESCRIPTION

Position Number: 034339

ENGINEERING SPECIALIST MANAGEMENT  
PROJECT MANAGER – PROJECT DELIVERY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF FACILITIES DEVELOPMENT  
BUREAU OF ARCHITECTURE & ENGINEERING  
PROJECT DELIVERY SECTION

November 2014

POSITION SUMMARY

This is a project management position responsible for providing management services for complex capital improvement projects for all state agencies state-wide as authorized by the Wisconsin State Building Commission. The incumbent has a primary responsibility to demonstrate the crucial role of leadership in the performance of all duties. This position requires the fundamental management and leadership in skills of communicator, coach, change agent, mentor, role model, and shield as defined in the DOA Employee Handbook. It is expected that this will constantly permeate throughout all the duties described in this Position Description.

This position will provide project management as assigned to ensure that projects are completed within the approved program scope, on schedule, within budget and in accordance with Division of Facilities Development guidelines, standards, and policies and procedures. This incumbent is a member of one of the teams within the Project Delivery Section and is expected to participate in this team's assignments and activities and also provide other services to the Division and other agencies as directed.

Under the general supervision of a Team Leader in the Project Delivery Section, Bureau of Architecture and Engineering, the incumbent functions with a high degree of independence within the framework of laws, rules and general policy of the Division and State. Results are reported to a PM Supervisor – Project Delivery within the Bureau of Architecture and Engineering.

GOALS AND ACTIVITIES

Time %      Goals and Worker Activities

- 50%      A. PROVIDE PROJECT MANAGEMENT SERVICES.
  - A1. Manage assigned projects to assure that design and construction are completed in accordance with Wisconsin State Building Commission approved program.
  - A2. Implement Division Policy and Procedures in accordance with codes, laws and regulations.
  - A3. Manage project schedule oversight to achieve contract document compliance within the framework of Wisconsin State Building Commission approval.
  - A4. Enforce Architect/Engineer (A/E) contract requirements and provide evaluation of A/E performance in coordination with the Bureau's Construction Quality Control Section.
  - A5. Negotiate and document construction change orders in accordance with Division policy and procedures.
  - A6. Establish the budget of assigned projects and manage to assure projects are constructed within approved budget. Coordinate these activities with all BAE sections.

Time %      Goals and Worker Activities

- A7. Review and approve change orders to A/E and construction contracts in coordination with all BAE Sections.
- A8. Review and approve A/E and contractor payment requests in coordination with all BAE Sections.

20%

- B. PROVIDE REVIEW FUNCTION OF DRAWINGS AND SPECIFICATIONS FOR ALL AGENCIES AND BRANCHES OF GOVERNMENT.
  - B1. Provide a critical assessment of all drawings and specifications prepared by A/E consultants to ensure conformance to Division policies and procedures, suitability for bidding and constructability.
  - B2. Provide a pre-construction review of each general construction trade employed from every specification division and evaluate the coordination of divisions dealing with technical sections including pertinent areas of the General Conditions.
  - B3. Provide a review of assigned projects; meet as necessary with Architectural Services and Engineering Services staff, consultants or agency staff to resolve concerns, All reviews shall be completed within pre-established deadlines.
  - B4. Evaluate and report on the quality and completeness of each consultant's work.
  - B5. Evaluate new materials or methods proposed by consultants.

15%

- C. PROVIDE CONSTRUCTION PROJECT RELATED SERVICES AS PART OF A BUREAU TEAM.
  - C1. Research, review and evaluate new products, techniques and systems for possible inclusion in projects. Work with consultants, agencies, vendors and trade organizations to accomplish tasks. Provide written evaluations and recommendations.
  - C2. Develop, review and/or evaluate new design/construction standards and guidelines, as assigned, for use by all Division staff, consultants and contractors.
  - C3. Advise and consult with agencies and bureau staff on issues concerning project details and coordination.
  - C4. Provide assistance with post construction occupancy evaluations for state projects. Provide written evaluations and recommendations, including necessary repairs and maintenance. Recommend new project standards as required, resulting from these recommendations. Share information by providing training to appropriate parties.

5%

- D. REVIEW, ANALYZE, UPDATE AND REFINE POLICIES, PROCEDURES AND STANDARDS PERTAINING TO PROJECT SPECIFICATIONS.
  - D1. Review and update Master Specifications for all divisions of the specifications, as assigned, and related to project coordination issues.
  - D2. Keep apprised of current technology and trends in the area of specifications and specification development. Propose new ideas or concepts to increase efficiency and keep Division activities coordinated with consultants.

Time %      Goals and Worker Activities

D3. Research specific architectural and engineering products, equipment and systems as assigned.

5%      E. PROVIDE ON-SIGHT INSPECTIONS OF ANY FACILITY REQUIRING AN EXAMINATION.  
(When appropriate, work will be executed under the direct supervision of a licensed professional.)

E1. Provide on-site examinations of any general construction building failures and/or problems as assigned and analyze their causes. Determine if there is a danger to people's health or safety and take action accordingly. Provide a report analyzing your action and/or recommendations.

E2. Analyze and confirm any on-site code violations or failures referred to in agency request for a construction project. Evaluate physical conditions and make recommendations for corrective action or improvements needed.

E3. Evaluate buildings, components and/or sites and determine feasibility of proposed projects. Provide suitable recommendations and budgets.

5%      F. PROVIDE CONSTRUCTION RELATED CONSULTATION TO ALL AGENCIES, CONSULTANTS AND DIVISION STAFF. (When appropriate, work will be executed under the direct supervision of a licensed professional.)

F1. Direct or provide review and evaluation of agency building requests to the Building Commission and make critical assessment and recommendations. Review and make recommendations on small project requests submitted by agencies. Where appropriate, make field investigations. This task may require knowledge of each agency's mission and the basic functions of each building type.

F2. Upon request, provide design, feasibility and cost studies for any building type to agencies, A/Es, project manager and Division management.

**Knowleges, Skills, and Abilities:**

- Knowledge of, and technical skills and expertise in, project management, quality management and quality engineering.
- Expertise in the building industry and construction / renovation practices.
- Ability to review and interpret drawings and specifications.
- Skills and abilities in negotiation, collaboration, communication, analysis, conceptualization, budgeting, time and resource management, statistical methods.
- Excellent teamwork skills.
- Ability to successfully manage multiple projects simultaneously is essential.
- Proficiency in computer skills.
- Effective oral and written communication skills.
- Strong customer relationship management skills.