

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105655
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005543	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005545 Project Manager 2
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent		<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt
		If FLSA Exempt, exemption type:	Bargaining Unit 13 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00p.m. (Report-in location subject to change.)			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as project manager for design & construction projects through all phases of the process: reviews owners' requests for services; identifies owners' needs/wants; verifies feasibility of project & reviews estimated fees/costs; coordinates & reviews project drawings & specifications produced by A/E; prepares drawings & specifications for SAO designed projects; uses computer for designs developed internally; oversees entire project design & construction process (e.g., space programming, adjacency analysis, volumetric adequacy analysis, determination of actual dimensions, construction materials, construction products & building system design); oversees decisions on project plan including estimated costs; coordinates distribution of drawings; creates overall project budget estimates & reviews construction cost estimates; coordinates project team responsibilities & reviews schedules for work; monitors work of & serves as SAO liaison to construction project team (e.g., architects, engineers, project coordinators, contractors & state agencies); manages issues identified with Ohio Building code requirements to resolution; reviews construction contractors' submittals; conducts field observations & attends site meetings.	Knowledge of (1) architecture & engineering mechanics & graphics; (2) construction industry; (3) project management; (4) agency, state & federal laws, rules, regulations, & codes relative to major construction projects*; (5) safety practices (e.g., per OSHA standards); (6) protective clothing & equipment. Skill in (7) use of manual drafting & automated engineering hardware & software. (e.g., CADD); (8) use of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook). Ability to (9) review &/or draw plans & specifications in compliance with applicable building codes & related regulations; (10) gather, collate & classify information about data, people or things; (11) handle routine & sensitive inquiries from & contacts with consultants/contractors & other government representatives; (12) demonstrate physical fitness to move whole body quickly & easily to navigate construction sites; (13) obtain & maintain valid driver's license.
20	Determines when outside architectural & engineering (A/E) firms will be contracted for design work: assists in creating Ohio Register announcement for design & consulting services; reviews A/E & consultant Statement of Qualifications; attends A/E & consultant interviews; reviews technical proposals & assists in fee negotiations; assists in A/E & consultant contract preparation; monitors & evaluates A/E & consultant performance.	Knowledge of 1, 2, 3, 4*, (14) contract negotiation & compliance. Skill in 8 Ability to 9, 10, 11, 13

apd 7-2-09

JOB CODE 85113	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey Westhoven/ce</i>	7/2/09

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105655

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Architect's Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005543

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005545 Project Manager 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 13

If FLSA Exempt, exemption type:

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.m. TO: 5:00p.m. (Report-in location subject to change.)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Performs responsibility analysis on contractors & subcontractors: monitors construction bid/award process for compliance with laws & SAO Manual; assists in contract preparation, recommendation letters & Controlling board criteria; reviews schedules, contractor submittals (e.g., Subcontractor/Material Supplier Declarations, Schedules of Values); assists with contract administration, payment & changes to contract; reviews construction schedule & construction activities; monitors & evaluates contractor performance; assists contractor, A/E & consultants with procedures, communication & coordination; fulfills SAO specified responsibilities in contract documents; handles problems/issues arising during project lifecycle & follows up on issues & concerns; reviews warranties & closeout documents for compliance with contract requirements; assists in preparation of all required notices & other applicable correspondence.	Knowledge of 1, 2, 3, 4*, 5, 6 Skill in 8 Ability to 9, 10, 11, 13
20	Compiles & researches information on various architectural projects: gathers information for owners concerning program requirements for specific projects & translates information into written & graphic format used for development of construction documents; maintains continued study & information updated on architectural theory, design, & construction best practices; performs training at SAO sponsored educational programs; performs other related duties as assigned. Travel required Must maintain current certificate to practice architecture per Section 4703.06 of Ohio Revised Code.	Knowledge of 1, 2, 3, 4*, (15) training & development. Skill in 8. Ability to 9, 10, 11 * developed after employment

JOB CODE TITLE
Architect

JOB CODE
85113

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/a

7/2/09

apoc 7-2-09 cel