

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005779

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Capital Projects Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005692 – Deputy Director 5

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	<p>Under general direction of State Chief Facility Officer (SCFO), administers & coordinates overall projects affecting planning & construction pertaining to all DAS owned facilities capital improvement projects: provides direction, rule & policy interpretation (e.g., completes or directs responsibility analysis of contractors; monitors bid/award process; directs contract preparation, monitors Controlling Board criteria; oversees 72 hour notices, 5/15 notices); analyzes projects & determines appropriate budget based on published & historical projects costs; ensures projects are in accordance with departmental standards & applicable codes; arbitrates contract disputes; oversees renovation & new construction involving full range of building services (e.g., heating ventilation & air conditioning systems, building water & sewage systems & building electrical systems); coordinates building renovations, Capital Improvements, new construction & related construction projects with Ohio Facilities Construction Commission, facility managers & tenants; analyzes, evaluates & develops policies & procedures; participates in selection of architectural & engineering (A/E) service contractors & negotiation/coordination of A/E contracts for programming, planning & design of facility renovations & new construction; reviews &/or coordinates review of architectural plans, specifications & costs estimates; reviews/finalizes owner requests for services for Ohio Register, scores project submission, oversees associate interviews & assigns scores; reviews technical proposals; negotiates fees & services; reviews & approves change orders; prepares & maintains records & reports on current & completed projects; reviews Capital Improvement Projects plans & makes recommendations to SCFO; prepares bid specifications & cost estimates for renovation projects; assists architects, contractors & other managerial or supervisory personnel in developing timelines & providing quality services; oversees renovation & new construction contracts; assists other managers in developing preventive maintenance programs for new & existing facilities; maintains records & prepares reports (e.g., project status & expenditures).</p>	<p>Knowledge of (1) project management and project management life cycle methodologies; (2) architecture & engineering mechanics & graphics; (3) contract negotiation & coordination; (4) programming, planning & design of facility renovation & new construction; (5) Ohio building codes & related regulations applicable to projects; (6) public & human relations; (7) budgeting; (8) agency policies & procedures relating to construction, renovation & capital projects*; (9) understand manuals & verbal instructions, technical in nature (10) facilities maintenance, repair, renovation & new construction involving full range of building services (e.g., heating, ventilating & air conditioning systems, building water & sewage systems & building electrical systems). Skill in (11) operation of computer hardware of associated software (e.g., Microsoft Work, Excel, Access, PowerPoint, OAKS*). Ability to (12) read blueprints; (13) estimate costs & prepare bid specifications; (14) meet deadlines; (15) evaluate & negotiate contracts; (7) review &/or draw plans & specifications in compliance with applicable building codes & related regulations; (16) define problems, collect data, establish facts & draw valid conclusions; (17) write reports, policies, procedures & regulations; (18) handle routine & sensitive inquiries from consultants, contractors, other governmental representatives &/or community agency representatives.</p> <p>*developed after employment.</p>

JOB CODE TITLE
Project Manager 2

JOB CODE
63382

Apd 9.1.16 (ee)

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature] 9/1/16

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Reclassification

New Position

Update

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Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Capital Projects Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005692 – Deputy Director 5

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Provides professional assistance regarding proposed construction or renovation projects to contractors, applicants &/or other governmental representatives; advises departmental officials concerning new policies, process or procedures to maximize programs or fiscal effectiveness. Prepares/develops procedures, forms, contract language & presents information at Controlling Board.	Knowledge of 1,2, 3, 4, 5, 6, 7, 8*, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18
15	Completes planning, budgeting & programming services; prepares detailed cost estimates & costing analysis; writes technical specifications & selects manufacturers; provides design & construction consulting services; reviews/approves contractor payments; reviews/ approves manufacturer & supplier shop drawings; conducts or attends partnering sessions; monitors & evaluates contractor performance; assists contractor with procedures, communication & coordination.	Knowledge of 1,2, 3, 5, 6, 7, 8*, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18
This position is in the unclassified service per section 124.11(A) (9) of the Ohio Revised Code.		*developed after employment.

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Project Manager 2

JOB CODE
63382

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/11/16

Apd 4.1.16 (cc)