

PROJECT MANAGER

Duties and Responsibilities

Under general supervision, coordinates and expedites the development or improvement of a number of simple capital projects; may assist in expediting the development of more complex projects which are the immediate responsibility of an Associate Project Manager; performs related work.

Examples of Typical Tasks

Maintains a management information system to provide data for the planning and control of project development.

Establishes project time and cost schedules.

Determines and coordinates the activities required between the persons, agencies and departments responsible for project completion.

Reviews all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates.

Checks work performance and prepares management reports which stress significant problems.

Resolves problems that arise in meeting schedules and costs.

Meets with City agencies, contractors and citizen groups.

Assists client agencies in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements. Assists client agencies in developing scope of project, drawing upon technical resources of project manager's agency to develop conceptual estimates and schedules.

Assists in overseeing the consultant selection and contracting process, and manages these contracts, or retains in-house design and construction management staff.

With the client agency, conducts a post-occupancy evaluation of facilities.

In the temporary absence of immediate supervisor, may assume the duties of that position.

C-XI  
PROJECT MANAGEMENT  
OCCUPATIONAL GROUP [325]

CODE NO. 22426

PROJECT MANAGER (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and one year of full-time satisfactory experience in the planning, administering or expediting of engineering design and/or construction, or coordinating an engineering project; or
2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; or
3. Education and/or experience which is equivalent to "1" or "2" above.

Direct Lines of Promotion

From: Project Manager Intern (22425)

To: Associate Project Manager  
(22427)