

## **PROJECTS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class serves as management's representative on all county construction projects executed by private contractors. Supervision is received from the Commissioner or Deputy Commissioner of Public Works. The employee is allowed wide leeway in technical and administrative details. Supervision is exercised over the work of County employees engaged in functions related to projects construction. Oversight is exercised over all contract personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents may perform some or all of the following, as well as other related activities not described.

Oversees and inspects work in progress to ensure that the work is being performed according to time tables, plans and specifications;

Drafts plans and specifications;

Inspects construction materials in order to ensure that they meet specifications;

Makes recommendations to contractors and to supervisors to solve construction related problems;

Identifies deficiencies in workmanship and materials and reports on same;

Prepares contract agreements in consultation with the county attorney;

Makes recommendations to revise specifications or schedules in order to meet existing needs;

Inspects completed projects and reports on same;

Prepares reports and maintains records;

Assists in the preparation of the preliminary agency budget;

Supervises a preventative maintenance program for all mechanical components of completed county buildings and ensures that service contracts are properly executed;

Checks for correctness vouchers from contractors prior to submission for payment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern building construction materials, methods and equipment; thorough knowledge of building heating, ventilation, air balance and air conditioning systems and ability to trouble shoot same; ability to read and interpret plans, specifications and blueprints; ability to carry out oral and written directions; ability to present ideas clearly, orally and in writing; ability to supervise the work of others; tact; courtesy; resourcefulness in the solution of administration problems; good physical condition.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Engineering or Architecture or related field and four (4) years of responsible supervisory experience in the construction of large projects, institutional buildings or related work; **OR**
- B. Eight (8) years of construction, building maintenance or building trade experience, at least four (4) years of which must have been responsible supervisory experience in the construction of large projects, institutional buildings or related work; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY

Adopted: March 26, 1982

5150 PRJ MGR

Classification: Competitive

5151 PRJMGR HLP

Classification: Non-Competitive

Grade: 17

Union: CSEA