

## **SENIOR PROJECTS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class serves as management's senior representative on all county construction projects executed by private contractors. Supervision is received from the Commissioner of Buildings and Grounds. The employee is allowed wide leeway in technical and administrative details. Supervision is exercised over the work of others 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 in this title may perform some or all of the following, as well as other related activities not described.

Oversees and inspects, and/ or supervises the oversight and inspection of, work in progress to ensure that the work is being performed according to code, timetables, plans and specifications; and, identifies and reports on deficiencies;

Provides evaluation of architectural/ engineering firms suitability for county projects;

Drafts, and/ or supervises the drafting of, plans and specifications;

Inspects and/ or supervises the inspection of, construction materials in order to ensure that they meet specifications; and, identifies and reports on deficiencies;

Provides recommendations to contractors/ supervisors to solve construction related problems;

Provides recommendations for revision of specifications or schedules in order to meet existing needs;

Provides computer media to various architects/ engineers, and the translation of same into various formats, for plans and specifications;

Inspects completed projects and reports on same;

Prepares, and or supervises the preparation of, contract agreements in consultation with the County Attorney;

Reviews legal actions, appeals or testimony not directly related to capital projects or maintenance of buildings (i.e. Central Hudson); and, provides documentation and/ or testimony as needed;

Responds to any fire, burglar or environmental alarms that occur on county property;

Designs, instructs, monitors, reviews and maintains alarm codes, security passes and system inter-connections between security and building computerized systems;

Maintains building access systems, including distribution and maintenance of key distribution list, as well as corresponding security system codes and their correlation;

Maintains computerized temperature control systems operation for county buildings, and programming of same, as well as engineering of approval of new systems;

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

Instructs necessary county personnel on use of computerized temperature control systems;

Attends meetings to develop telecommunication designs and/ or design telecommunication systems;

Provides analysis of departmental needs, planning for interdepartmental activities including, but not limited to: moves and scheduling of non-construction aspects of same;

Prepares Bonding & Funding Resolutions for legislative approval;

Provides computer expertise to departmental staff;

Prepares, and/ or supervises the preparation of reports;

Maintains, and/ or supervises the maintenance of records;

Assists in planning for public relations;

Assists in the preparation of the preliminary agency budget;

Checks vouchers from contractors prior to submission for payment to ensure they are accurate;

Attend meetings as necessary and as directed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of modern building construction materials, methods and equipment; comprehensive knowledge of building heating, ventilation, air balance and air conditioning systems and ability to trouble shoot same; thorough knowledge of electrical systems; thorough knowledge of various computer systems and programs utilized in building construction and maintenance; ability to read, understand and interpret plans, specifications and blueprints; ability to carry out oral and written directions; ability to present ideas clearly, both orally and in writing; ability to supervise the work of others; ability to train personnel on use of various computer controlled systems; ability to solve construction related problems; ability to deal effectively with, and secure the cooperation of, others; resourcefulness in the solution of administrative problems; reliability; sound judgment; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

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- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Engineering, Architecture, Building Science, Business Administration, Public Administration or a closely related field and four (4) years of full-time paid, or its' part-time equivalent, responsible supervisory work experience in one of the above mentioned fields; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture, Building Science, Business Administration, Public Administration or a closely related field and six (6) years of full-time paid, or its' part-time equivalent, responsible supervisory work experience in the construction of large projects, institutional buildings or closely related work; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering, Architecture, Building Science, Business Administration, Public Administration or a closely related field and eight (8) years of full-time paid, or its' part-time equivalent, responsible supervisory work experience in the construction of large projects, institutional buildings or closely related work; **OR**
- D. High school graduation, or possession of a high school equivalency diploma, and ten (10) years of full-time paid, or its' part-time equivalent, responsible supervisory work experience in the construction of large projects, institutional buildings or closely related work; **OR**
- E. An equivalent combination of training and experience as indicated in A, B, C and D above.

ULSTER COUNTY  
6435 SR PRJ MGR  
Classification: Competitive  
Union: UCSA  
MGT

Adopted: November 12, 1996  
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