

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5163

TITLE: ASSISTANT CONSTRUCTION/MAINTENANCE PROJECT MANAGER

GRADE: S-23

DEFINITION:

This is a developmental class working under the supervision of a project manager, for the express purpose of construction or maintenance project management work; assisting with planning, monitoring, scheduling, coordinating and inspecting the work of consultants and/or construction contractors carrying out capital construction, planning, renovation or maintenance projects; and performing related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Construction/Maintenance Project Manager class is distinguished from the Construction/Maintenance Project Manager I class in that the Construction/Maintenance Project Manager I independently performs the full performance level of architectural and engineering (A/E), construction or maintenance project management work; plans, monitors, schedules, budgets, coordinates and manages the work of consultants and/or construction contractors carrying out capital construction, renovation or maintenance projects; whereas the Assistant Construction/Maintenance Project Manager assists a Construction/Maintenance Project Manager or Engineer having overall accountability for the project or projects.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Assists in A/E and/or construction contract administration for infrastructure, facilities renovation, maintenance, stormwater facilities, transportation facilities, and other County projects from inception, award, construction, and through the warranty period;

Interprets construction plans and specifications, researches and recommends actions to correct deviations or violations;

Monitors, schedules and coordinates work performed by construction or maintenance contractors;

Completes processes required for bond release and State acceptance,

May supervise other paraprofessional technical and administrative personnel assigned to the project;

Reviews work for compliance with Federal, State and County codes;

Reviews and inspects work in progress for cost and operational needs;

Ensures that required field inspections are conducted to verify compliance with Virginia Uniform Statewide Building Code, with the Public Facilities Manual, Erosion and Sediment Control Standards, as well as other Commonwealth laws and regulations relating to construction projects;

Develops estimates and verifies invoices for payment;

Participates in contract administration and negotiations;

Researches and coordinates utility conflicts;

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Maintains project files and documentation;

Prepares reports, studies and evaluations on contracts, and bid documents;

Meets with public groups, citizens and other stakeholders to explain and support projects;

Prepares and presents reports to boards and commissions;

Attends meetings and conferences.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of topographic and construction surveying;

Knowledge of common methods and equipment used in building, maintenance and facility construction and of inspection methods used in reviewing such work;

Knowledge of the principles, practices and techniques relating to construction project management and contract administration;

Ability to learn Virginia Uniform Statewide Building Code and the codes and ordinances which apply to building construction in Fairfax County;

Ability to learn the Fairfax County Purchasing Resolution;

Ability to review construction documents and proposals for cost evaluation and compatibility with County standards, guides and operational needs;

Ability to meet and interact with the public;

Ability to communicate effectively both orally and in writing;

Ability to prepare technical reports and to present findings in a clear and concise format;

Ability to use a computer for word processing, preparation of spreadsheets, e-mail, and presentation materials.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience equivalent to:

Graduation from a four-year college or university with a bachelor's degree in Civil Engineering, Landscape Architecture, Environmental or Life Sciences, Construction Management, Business Administration, Facilities Management or related; PLUS

One year of experience in construction, building maintenance projects, code enforcement or inspection work.

BRIDGE CLASS EMPLOYMENT STANDARDS:

Five years of increasingly complex supervision, inspection or contract oversight experience in construction, maintenance or a related technical area.

This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing five years of increasingly complex experience in the area of building inspections, trades/maintenance/construction supervision or construction and maintenance contract oversight or supervision.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce from the trades supervision, paraprofessional technical, inspection and related fields to professional level project management work.

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CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license may be required for some positions as identified to the Department of Human Resources.

	RETITLED:	November 19, 2009
	REVISED:	January 12, 2009
ASSIGNED NEW CLASS CODE #		February 4, 2008
	ESTABLISHED:	January 16, 2008