



Employment Opportunity

Project Manager II - Bureau of Building Construction

\$53,540 annual salary (Grade C13)

40 hour *exempt* position with full benefit package

Apply By: Open until filled

Applications will be processed and interviews scheduled as received

GENERAL RESPONSIBILITIES Provide professional project management for large, complex community investment project(s) to ensure project objectives are accomplished within schedule, funding and contractual parameters. Administers design and construction of new building and renovation projects under the County's Capital Improvement Program (CIP).

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Manage the planning, design and construction of large-scale capital projects (excess of \$10 million each) to ensure project goals are accomplished
2. Administer construction contracts including evaluating work orders, monthly payments, contract compliance, and solving construction problems
3. Manage project budget, schedule, and procurement of design and construction services for assigned projects
4. Administer design contracts directing architects on design needs/changes and scheduling design milestones
5. Review and submit for approval: design/construction contracts; change orders; technical service contracts; bid documents; requests for payment/draw on contract work, and; Guaranteed Maximum Price (GMP) submittals
6. Prepare percentage completion and other reports on assigned projects to ensure that objectives are accomplished within time, funding and contractual limitations
7. Act as liaison for government agencies, facility user groups, operations, administration, and other customer agencies in pre-project planning, including Community Investment Plan project preparation, budget submittal and approval processes
8. Provide support to inspectors and customer agency staff during project processes
9. Perform quality control and assurance inspections as necessary during construction phase of assigned projects
10. Address errors and complaints
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Architecture, Engineering, or Construction Management
 2. Three years architecture, engineering, or construction management experience
- OR**
3. Ten years experience in construction site superintendent experience with projects in excess of \$10 million, preferred

A Carroll County Government job application is required for these positions.

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 10/5/18
(19-33)

Carroll County is an equal opportunity employer