



Job Specification

Job Title: Construction Project Manager
BCAT Code: 450X AJ
Pay Grade: G16

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides the coordination and supervision of programming, designing, estimation, and construction of multiple renovations, constructions, and maintenance capital projects, for GSU. Projects typically do not exceed \$15M.

Examples of Duties

- Oversees the preparation and submission of cost estimates, designs, and construction progress reports.
- Attends and participates in pre and post construction meetings and schedules.
- Provides oversight over inspection, design, and cost estimation services
- Coordinates compliance with building and safety codes
- Serves as leadership liaison on renovations, constructions, and maintenance projects.
- Assesses safety and risk management of inspection and compliance services.
- Provides managerial, administrative, and technical support for projects.
- Coordinates multiple projects with design and construction department with external consultants.
- Provides the linkage between the operations of the maintenance dept and the design and construction departments.
- Performs other inspection related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of federal, state, and local compliance codes.
- Knowledge in interpreting and evaluating engineering drawings, building systems, and maintenance.
- Knowledge of AutoCAD, word-processing (MS-Word), and spreadsheets (MS-Excel),
- Ability to multi-task, coordinate several projects, supervise, and perform life activities (climbing, walking, and entering non-confined areas).
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and five years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.