

Market Range Detail - Facilities Project Manager

Effective Date

September 26, 2016

Market Range Title Description

Positions in this market range title are responsible for coordinating and managing facilities work orders handled by outside contractors and small to medium size construction projects typically budgeted at less than \$1 million. The Facilities Project Manager is differentiated from the Facilities Project Manager – Capital in that the latter is responsible for managing large, capital improvement construction projects and major maintenance projects typically budgeted in excess of \$1 million.

Typical job duties include managing all project phases from conception to implementation; meeting with departments to understand needs and develop solutions; creating scope of work; evaluating vendor proposals and assisting in contractor selection; developing project scope and schedule; resolving project issues; developing and maintaining project budget ensuring that projects stay within budget; acting as a single point of contact with departments and contractors; maintaining relationships with contractors and communicating the County's needs; recommending change orders; negotiating costs arising from changes; conducting regular site visits; inspecting the quality of workmanship and monitoring progress; ensuring that contract agreements are met; authorizing payments of work orders; following-up on project warranties. The Facilities Project Manager reports to the Facilities Project Manager Supervisor.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$24.95	\$30.40	\$35.85

Likely Minimum Qualifications

- Bachelor's degree in construction management, engineering, architecture or related field.
- Three years of experience managing facilities or construction projects.
- Other combinations of education and/or experience may be considered in substitution of the minimum qualifications.

Working Titles

- Facilities Job Order Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.