

MAINTENANCE PROJECT MANAGER

Definition

Under direction, to develop, organize, plan, direct, and manage the building maintenance construction projects for County real property and facilities.

Distinguishing Characteristics

The Maintenance Project Manager serves as the primary point of contact for customers, contractors, and stakeholders, and manages all phases of assigned building maintenance projects. The Maintenance Project Manager works with considerable independence and is assigned projects that may be politically sensitive. Maintenance Project Managers are responsible for developing, executing and managing construction projects utilizing contractors and may be assigned short-term supervision of County staff, contractors, and others who perform a wide variety of duties including crafts, trades, and administrative work.

The Maintenance Project Manager is distinguished from the Project Control Specialist in that the Maintenance Project Manager is responsible for the entire building maintenance construction project from conception to warranty rather than specific components of a project. The Maintenance Project Manager is distinguished from the Capital Project Manager series in that Capital Project Managers are responsible for constructing new County buildings and expanding or performing major renovation on existing County buildings.

Typical Tasks

- Reviews and analyzes maintenance project requests; provides recommendations to contractors on construction methods, materials, labor, and other resources necessary to complete projects;
- Determines the most viable methods of procuring desired services;
- Conducts evaluations of existing site conditions for assigned projects, develops scope of work for projects, and prepares construction budget;
- Prepares bid documents and selects potential bidders; conducts pre-bid walkthrough and provides technical construction expertise as necessary;
- Prepares, reviews and analyzes construction contracts;
- Manages and coordinates construction work schedules and budgets;
- Administers contracts and insures completion of assigned construction projects within contract specifications;
- Provides liaison for the Building Operations Division with all interested parties including County employees, clients, departments, public agencies, outside contractors, and the public;
- Coordinates and inspects the work of County employees and contractors;
- May supervise employees and contract staff;
- Provides technical training and guidance in contract applications such as the County accounting system and computerized maintenance management systems;

- Prepares status reports on projects; makes recommendations and presentations verbally, in writing, graphically or in other formats when necessary;
- Inspects and approves construction progress and scheduling of payments;
- Ensures contractual provisions are met; monitors and enforces warranties;
- Maintains complete and accurate contract documents and archives according to County of Santa Clara policies and procedures;
- Performs other related work as required.

Employment Standards

Sufficient training, education and experience that demonstrate the ability to perform the above tasks and possession of the knowledge and abilities listed below.

Experience Note: The knowledge and abilities required to perform this function are normally acquired through training and experience equivalent to possession of a Bachelor's degree in Architecture, Civil Engineering, Construction/Project Management or closely related field

AND

Four (4) years of increasing responsible experience in building maintenance project management and/or construction project management. Two (2) years of the experience must include project planning, estimating, construction contract bidding, scheduling for facility maintenance, or new facility construction.

Completion of an apprenticeship program or equivalent training in one of the construction trades is desirable.

Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County Driver's Permit.

Knowledge of:

- General contracting principles, laws and ethics, including California Government Contracting;
- Construction project management principles, practices, and common procedures;
- Building and structure diagrams, plans and specifications;
- Computer software applications to write maintenance project specifications and project schedules, view construction drawings and produce dimensional takeoff;
- Contemporary construction methods, practices, and techniques;
- Construction logistics, material procurement, cost estimation, budgeting, and scheduling techniques;
- California Government codes, laws, and regulations pertaining to public building and maintenance construction, contract components and requirements;
- Commercial construction procurement, estimating, project planning, construction bidding methods, and scheduled maintenance upon completion of new construction;
- Work inspection and invoice certification for contract payment;
- Commercial construction contract administration including scheduling, phasing, logistics, and new construction methods.

Ability to:

- Analyze work requests and develop proposals;
- Implement, schedule and manage contract construction and remodeling projects;
- Prepare, organize and maintain construction documents, site evaluations and project specification reports;
- Follow procurement guidelines for contract development and format;
- Perform construction contract administration, schedule phasing and plan construction logistics;
- Prepare, analyze, and approve procurement contracts, service agreements and other contracts and transmittals submitted to the Board of Supervisors;
- Utilize software programs to track materials, labor resource costs and develop work project estimates;
- Coordinate the work completion process; identify potential bidders, conduct pre-bid meetings, site walk through and technical evaluation of bids;
- Monitor and manage project schedules and budgets, coordinate and inspect projects during completion, review progress payments, recommend authorization of payments, and provide final inspection and acceptance of contract;
- Establish and monitor a warranty database;
- Supervise, train, and monitor the work of others.

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