

Job Profile

Title: Construction Project Manager

Reports to: Executive Director

Status: Part-time, Temporary, Exempt

Salary: DOE

General Summary:

Manage the completion of the King County Clearing and Grading Permit punch list requirements for a 12 acre sport field public works renovation project by end of August, 2015.

Essential Duties and Responsibilities:

- Prepare and manage the project schedule and budget
- Prepare the specifications
- Oversee the bid process; contract with qualified contractor(s); negotiate revisions, changes, and additions to contracts as necessary
- Oversee, inspect, and review the project to ensure quality work and compliance with specifications and King County requirements
- Liaison with King County Department of Permitting and project architect as necessary
- Prepare and issue minutes of all site meetings
- Order materials and supplies
- Maintain a safe job site
- Other duties as required

Qualifications:

- Minimum five years as a Project Manager overseeing road, drainage and erosion control facilities
- College or university degree in a construction related field preferred
- Must have understanding of construction terms, scheduling, and planning concepts
- Demonstrated experience with public works bidding and contracting

Approved:

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified