

Senior Project Manager

Department of Facilities & Environmental Services

Full-Time

Exempt, Pay Grade 19

VRS-Eligible, Benefits-Eligible

Senior Project Manager

The Albemarle County Department of Facilities & Environmental Services is actively recruiting a Senior Project Manager to join our team. The successful Senior Project Manager will perform complex skilled and technical work in support of Feasibility, Programming, Design, Construction & Close-Out phases as they relate to the engineering, planning and construction of County-wide projects; Projects will be of a commercial or institutional nature and varied in scope and size. Specific project types may include, but are not necessarily limited to: schools, commercial spaces, public infrastructure, courts, libraries, etc.

ESSENTIAL FUNCTIONS:

- Performs program management responsibilities for multiple interrelated projects requiring public input, multiple design teams, multiple groups of project stakeholders and multiple prime contractors;
- Manages the day-to-day operational and tactical aspects of multiple and/or large scale projects in varying phases of the project development lifecycle;
- Oversees project inspectors and/or administrators to ensure project administration requirements are timely and in accordance with established policies and procedures;
- Reviews deliverables for projects and ensures that deliverables are staffed and reviewed by project stakeholders, as required;
- Minimizes County exposure and risk across multiple projects by proactively managing projects and by using advanced knowledge of construction practices, policies and procedures and contract law to appropriately shift and/or reduce identified risks;
- Coordinates construction documents review and approval through County review processes to ensure timely design and overall project schedule success;
- Coordinates the acquisition of easements and right-of-ways as required;
- Schedules, supervises and recommends action on value engineering studies, peer and constructability reviews, LEED scope develop, third-party estimates, etc.;
- Manages financial data for multiple projects using Excel spreadsheets and/or project management software;

- Reviews and approves appropriate percentages of completion for both design and construction in order to determine project payments;
- Records invoices, change orders, potential change orders and other specified and potential project budget impacts in order to provide real-time project budgeting and reconciles records with Finance to ensure projects are completed within budget;
- Develops and refines budgets from authorizing documents with minimal top-level breakdown while relying on available departmental resources and significant construction industry experience;
- Analyzes, reviews and prepares Change Orders for assigned projects;
- Serves as the project team leader and facilitator for project meetings;
- Ensures that meeting minutes are maintained throughout the project lifecycle to provide continuity and historical documentation;
- Proactively confronts and resolves project issues openly, equitably and quickly to prevent derailment and negative project impacts;
- Timely and effectively communicates relevant project information to superiors and project stakeholders, as appropriate;
- Tactfully communicates sensitive information in a timely manner to prevent harmful repercussions and embarrassment to project stakeholders or the County;
- Serves as the project spokesperson on behalf of the County when assigned projects are presented to the Board of Supervisors, the School Board, the Architectural Review board and other agencies, as required;
- Drafts Executive Board Reports for assigned projects requiring Board of Supervisor;
- Provides input into the evaluation and design of projects as required to ensure projects
- remain within scope and meet the County's best long-term interests;
- Mentors subordinates to develop as leaders while clarifying roles and responsibilities;
- Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change;
- Builds expert knowledge in the construction industry and conveys knowledge to others;
- Handles difficult personnel and team situations directly, using appropriate leadership techniques;

- Participates in subordinates' performance evaluations and career development planning;
- Evokes creative solutions and innovative thinking from project team members in an effort to solve project hurdles through all phases of project development;
- Helps to determine new, creative ways to employ teams on projects and distribute responsibilities;
- Works in conjunction with other County departments and subject-matter-experts, local jurisdictions and utilities organizations in an effort to proactively navigate regulatory and
- statutory requirements that could negatively impact project budgets and schedules;
- Grows long-term relationships with project stakeholders to ensure that future County relationships are positively impacted;
- Proactively leads project stakeholders such as the design team and contractor through internal and external bureaucratic requirements to ensure timely project completions;
- Recognizes areas for internal improvement and develops plans for implementation;
- Manages day-to-day project team interaction and expectations for multiple and/or largescale projects;
- Possesses a knowledge base of each project stakeholder's business, organization and objectives as they relate to assigned projects.

Education and Experience

Any combination of education and experience equivalent to a four year degree in architecture, engineering or construction management and at least 7 years experience in building design and/or construction to include construction management. LEED-AP certification highly desirable. Mechanical and electrical experience is a plus. Master's degree desired, but not required. SPECIAL REQUIREMENTS: Possession of a valid Virginia Drivers License is required.

Knowledge, Skills and Abilities

Knowledge of construction codes; knowledge of site plan and Architectural Review Board (ARB) preparation and approval processes; knowledge of design processes and techniques used by architectural and engineering firms; practical understanding of construction processes, methods, techniques and issues; ability to select qualified design professionals; ability to manage construction to deliver the projects on budget, on time and within scope; ability to interface varied (personal, construction manager, design professional, capital projects inspector, building code inspector, engineering, and zoning) inspections to ensure construction of the project per approved plans and specifications; knowledge of construction contract law; knowledge of critical path method (CPM) scheduling and software applications such as MS Project; knowledge of project budgeting and job costing; knowledge of MS Excel and project

management software applications. Must have the ability and experience necessary to expedite complex projects. Must have the ability and experience to work independently and establish priorities with minimal guidance. Excellent communication skills to interface effectively with staff, consultants, contractors and public. Professional-level writing skills appropriate for correspondence, reports, action plans and responses to various County sources, outside agencies and the public.

THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Tasks involve frequent vehicle operation, extensive walking on construction sites over difficult terrain and steep slopes, and strenuous activities such as climbing over and around structures in various stages of construction. This occasionally involves lifting and carrying moderate weight (15-20 lbs.) objects and is required during adverse weather conditions. At all times, this requires consistent alertness to avoid potentially hazardous situations. Regular contact with the public, staff, construction personnel, county officials, and design professionals while using judgment, tact and consistent interpretation skills.

THE SALARY RANGE

The hiring range for this position is **\$64,551 to \$105,218** per year. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA **exempt** position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until Friday, December 23, 2022

PROCESS: For consideration, please submit a resume and cover letter when applying for this role.

Virginia Values Veterans

Albemarle County is a V3 certified organization.

EOE/EEO

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.