



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0917

CAPITOL COMPLEX CONSTRUCTION PROJECT MANAGER

GRADE M

SCOPE OF WORK:

Work involves managing all extraordinary repairs and capital projects located on the Capitol complex as directed by the Facility Management Director.

DUTIES PERFORMED:

- Manage all Capitol complex construction activity with architects, engineers, contractors, local authorities, and agency personnel; provide written and oral communication to architects, engineers, and contractors during the construction phase of all projects.
- Ensure all capital projects and extraordinary repairs remain on schedule and are completed on time; serve as first point of contact for all related activities.
- Attend all pre-construction, pre-bid, and bid opening meetings; serve as member of selection committee for all Request for Qualification submittals.
- Serve as owner's representative at weekly construction meetings informing and reinforcing regulations and policies to ensure compliance between all parties.
- Coordinate change orders during the construction phase of a project; assist Facility Construction Engineer during various stages of plan reviews.
- Complete graphic changes to floor plans for remodel projects.
- Facilitate the repair and correction of warranty items within the established warranty period.
- Provide capital project and extraordinary repair recommendations for the biennium budget.
- Ensure all building automation systems and generators on the capitol complex are in working order and properly maintained; program all changes as required.
- Notify Capitol Complex Plant Manager of work orders and submit documentation for mechanical repair.
- Assist Highway Patrol in security card access programming and scheduling issues; provide staff training.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in construction management, architecture, or engineering, and six years of work experience managing construction or facility projects in excess of

\$10 million. Additional work experience as described may substitute for the education requirement on a year-for-year basis.

Eff. Date: 9/10

Rev: 7/12 – Conversion to Hay System

Rev: 12/14 – Updated scope, duties, and minimum qualifications