



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CONSTRUCTION – PROJECT MANAGER

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Construction – Project Manager	X30111	75	80

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Plan, direct, or coordinate, personnel and activities concerned with the design and construction and maintenance of commercial or industrial structures, facilities, and systems.

Nature of Work

Plan, direct, or coordinate, personnel and activities concerned with the design and construction and maintenance of commercial or industrial structures, facilities, and systems. Participate in the conceptual development of construction projects and oversee their organization, scheduling, budgeting, and implementation; includes managers in specialized construction fields, such as carpentry, plumbing, electrical and structural elements.

Distinguishing Characteristics

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Schedule the project in logical steps and budget time required to meet deadlines.
- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Prepare, manage and oversee contract documents, negotiate and recommend revisions, changes and additions to contractual agreements with architects, engineers, consultants, clients, suppliers and subcontractors.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
- Take actions to deal with the results of unforeseen delays, bad weather, or emergencies at construction site.
- Inspect or review projects to monitor compliance with building and safety codes, or other adopted regulations.
- Study job specifications to determine appropriate delivery methods.

CONSTRUCTION – PROJECT MANAGER

- Oversee work activities specific to the various components of the project, such as , HVAC, plumbing, electrical and structural elements of the project.

Recommended Education and Experience for Full Performance*

Bachelor's degree in Project Management, Construction Management, Architecture, Civil or Structural Engineering and eight (8) years of experience in project management, construction management, architecture, civil or structural engineering.

Minimum Qualifications

Bachelor's degree in Project Management, Construction Management, Architecture, Civil or Structural Engineering and six (6) years of experience in architectural design, project management or construction management. . Any combination of education from an accredited college or university and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of commercial or industrial buildings, or other structures such as highways and roads.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Personnel and Human Resources — Knowledge of principles and procedures for personnel

CONSTRUCTION – PROJECT MANAGER

recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills

Time Management — Managing one's own time and the time of others.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Negotiation — Bringing others together and trying to reconcile differences.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Working conditions may require extensive travel.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: Exempt

Established: 04/29/2013 **Revised:** 12/3/2015 (APB)

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.