

Facilities Job Function

Construction Management Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E	Project Manager I	Bachelor's degree 3+ years of relevant experience	<ul style="list-style-type: none"> • Facilitates project review, approval process, bidding, contract awards, pricing and scheduling in collaboration with client • Ensures conformance to plans and specifications, schedule and budget • Maintains University standards regarding ADA, environmental protections, insurance and permits • Represents client in selection and service coordination for architects, contractors and vendors • Negotiates with managers and monitors performance of consultants and contractors • Manages the environmental planning and review process • Supervises and inspects field conditions and progress of work against project schedule • Assists with the development of building service standards • Researches and compiles capital planning information for capital planning reports 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive project management for a unit or school with a small budget (e.g. under \$100 thousand)</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion