

## 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
57E	Project Manager II	Bachelor's degree  Master's preferred  5+ years of relevant experience	<ul style="list-style-type: none"> <li>• Manages major renovation and construction projects</li> <li>• Identifies building requirements and recommends appropriate actions</li> <li>• Negotiates contracts with outside vendors</li> <li>• Acts as a liaison with other departments to create and implement project approval strategies that support physical planning and development activities</li> <li>• Monitors project expenses against project budgets</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides advanced project management services for a unit, school or building complex with a medium size budget (e.g. \$100 thousand to \$10 million)</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> 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><b>GIVEN</b> <b>Individual Contributor:</b> Works independently or as part of a team to achieve results.</p> <p>Manages contractors</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