CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 801.1

Job Title: **PROJECT MANAGER**

Pay Grade: 25

GENERAL SUMMARY:

Provides general oversight and coordination in reviewing contractors' compliance with construction and design plans and specifications.

RESPONSIBILITIES:

- Oversees the inspection activities and personnel to review and evaluate contractors' compliance on various construction and design project plans and specifications.
- Reviews preliminary plans and evaluates future plans for construction.
- Reviews contractor submittals.
- Resolves construction and design issues.
- Attends pre-bid, pre-construction, and various project meetings.
- Prepares and reviews various reports and records.
- Provides management of multiple construction and design contracts of various sizes.
- Serves as liaison between City personnel and contractors, consultants or testing laboratories.
- Reviews, approves and tracks consultant or testing laboratory estimates.
- May develop standard protocol for environmental and geotechnical investigations.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Architecture, Civil Engineering, Construction Management, Landscape Architecture, Project Management or a closely related field based on the responsibilities of the position. Considerable knowledge of design or construction is required.

EXPERIENCE:
Four years of experience in construction, construction inspection, design, landscape design, geotechnical, environmental or a closely related field are required.

Directly related professional architectural, construction or landscape design experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:
There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Assistant Project Manager
Project Manager
Senior Project Manager

Effective: October 1990
Revised: December 2021
Revised: January 2023