# CITY OF HOUSTON

**JOB DESCRIPTION**

Job Code: 801.2

Job Title: **SENIOR PROJECT MANAGER**

Pay Grade: 28

## GENERAL SUMMARY:

Supervises and directs technical personnel to develop and negotiate construction and design management and supplemental engineering service contracts.

## RESPONSIBILITIES:

- Interfaces with departments and outside agencies or firms to discuss programs and projects.
- Administers and negotiates claim change orders.
- Performs personnel functions, such as evaluating subordinate performance, interviewing prospective personnel, training subordinates and recommending disciplinary action.
- Plans, organizes, directs and reviews major design and construction contracts.
- Supervises preparation of design and construction contracts for special projects and construction administration contracts; plans personnel allotments; maintains budget control over personnel and contracts.
- Maintains construction records and reports to management on construction contracts; provides input for departmental decision-making and planning.
- Responds to complaints or inquiries from citizens, City officials or outside agencies; represents the department at conferences and meetings.
- Provides management of multiple 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 geo-technical 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.

## SPECIFICATIONS: (continued)

**EXPERIENCE:**
Six years of experience in construction, construction inspection, design, landscape design, geo-technical, environmental or a closely related field are required.

**Substitutions:** A Master's degree in Architecture, Civil Engineering, Construction Management, Landscape Architecture, Project Management or a closely related field may be substituted for two years of the above experience requirement.

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

**COMPLEXITY:**
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

**IMPACT OF ACTIONS:**
Errors in work lead to significant costs and problems, and may have minor impact on the short- term performance of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

**SUPERVISION EXERCISED:**

**Direct Supervision:**
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

**Indirect Supervision:**
No indirect reports.

**CONTACTS:**

**Internal Contacts:**
Level of internal contact is primarily with Managers and Assistant Directors. 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 involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

**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*
*Revised: October 2025*