

JOB OPENING – EXTERNAL POSTING

CONSTRUCTION PROJECT MANAGER (PS101594)

DEPARTMENT: SUPERVISOR'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Coordinate the construction of County facilities including the construction, renovation, and/or repair of buildings, recreational facilities and all other County projects except roadways. Identify requirements, develops and prepares written project scope of work (program statement) and other concept phase documents. Manage the selection of design professionals and preparation of work authorizations including scope of work. Administer construction contracts to include obtaining bids, monitoring the progress and quality of work, processing payment requests and all associated duties. Review plans, specifications, and submittals for new and remodeled building projects for code compliance and building standards. Budget and schedule for professional service agreements. Develop and manage accurate project schedules. Prepare, administer and monitor a project budget and anticipate future budgetary needs. Develops reports, memoranda, letters and other documents regarding project issues for both internal and external distribution; works with engineers, architects and construction contractors regarding normal and unusual project problems and phases; ensures the maintenance of detailed records of project activities, findings, progress and results. Federal, state and local laws, codes and regulations regarding public works construction and interpret and apply complex rules, regulations, laws and ordinance. Coordinate projects with staff engineers, project engineers, County maintenance personnel and other County departments and government agencies. Maintain records of inspection, maintenance and/or for enforcement actions for all projects under construction and post construction projects. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor Degree in Construction Management or closely related field and six (6) years related construction or maintenance experience required; or equivalent combination of education and experience required.

Five (5) years supervisory experience required.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Personal computer experience required including advanced knowledge of Word and Excel.

Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including planning, community development, economics, construction management, etc.

Excellent interpersonal, written and verbal communication skills required including making presentations to corporate executives and local government officials.

Must be organized, detail oriented, and multi-tasking.

Departmental testing may be administered during the interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as exempt and reports directly to the Deputy County Supervisor of Operations. Normal work schedule is thirty-seven and one half (37.5) hours per week; Monday through Friday from 8am to 4pm with the ability to work after hours when needed. Must be able to attend County Council and evening meetings as required. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties as project schedules demand or during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on “Applicant Online” from our website www.berkeleycountysc.gov and follow the prompts. For questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the County Libraries to apply online.

Project Manager – Grade: 124
Entry Level Biweekly Rate of Pay: \$2236.92 – \$2572.46

Date of Posting: 08/17/2017
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an “at-will” basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.