



Employment Opportunity

Project Manager – Bureau of Facilities

\$49,130 annual salary (Grade C12)

40 hour *exempt* position with full benefit package

Apply By: Monday, July 16, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Plans and coordinates activities for designated project(s) to ensure project objectives are accomplished within schedule, funding and contractual parameters. Coordinates design and construction of renovation and replacement projects under the County's Capital Improvement Program (CIP), and Operating Budget, under the direction of the Bureau Chief.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Manage the planning, design, construction and remodeling of projects to ensure project goals are accomplished
2. Coordinate contracts directing consultants on design needs/changes, project construction milestones, and functionality
3. Coordinate project budgets, schedules and procurement for assigned projects.
4. Review and submit for approval: design/construction contracts; change orders; technical service contracts; bid documents, ability to write up contracts and scope of work, and; requests for payment/draw on contract work
5. Perform quality control and assurance inspections as necessary during construction phase of assigned projects
6. Perform other duties as assigned
7. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
8. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County
9. Any Employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Five years construction management or related building, HVAC, carpentry, mechanical, electrical and/or plumbing work experience*
2. License in a building trade preferred*
3. Bachelor's degree in Engineering, or Construction Management preferred*

*Comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license

A Carroll County Government job application is required for this position

Apply on-line: ccgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 6/22/18
(18-111)

Carroll County is an equal opportunity employer