



**Employment Opportunity**

Project Manager II

Bureau of Building Construction

\$52,749 annual salary (Grade C13)

*(May be filled as a Project Manager I - Based on education/experience \$48,402 - C12)*

40 hour *exempt* position with full benefit package

*Apply: Open until filled*

**Applications will be processed and interviews scheduled as received**

**GENERAL RESPONSIBILITIES** Provide professional project management for large, complex community investment project(s) to ensure project objectives are accomplished within schedule, funding and contractual parameters. Administers design and construction of new building and renovation projects under the County's Capital Improvement Program (CIP).

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Manage the planning, design and construction of up to five large-scale capital projects (excess of \$10 million each) to ensure project goals are accomplished
2. Administer construction contracts including evaluating work orders, monthly payments, contract compliance, and solving construction problems
3. Manage project budget, schedule, and procurement of design and construction services for assigned projects
4. Administer design contracts directing architects on design needs/changes and scheduling design milestones
5. Review and submit for approval: design/construction contracts; change orders; technical service contracts; bid documents; requests for payment/draw on contract work, and; Guaranteed Maximum Price (GMP) submittals
6. Prepare percentage completion and other reports on assigned projects to ensure that objectives are accomplished within time, funding and contractual limitations
7. Act as liaison for government agencies, facility user groups, operations, administration, and other customer agencies in pre-project planning, including Community Investment Plan project preparation, budget submittal and approval processes
8. Provide support to inspectors and customer agency staff during project processes
9. Perform quality control and assurance inspections as necessary during construction phase of assigned projects
10. Address errors and complaints

**EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Architecture, Engineering, or Construction Management
  2. Three years architecture, engineering, or construction management experience
- OR**
3. Ten years experience in construction site superintendent experience with projects in excess of \$10 million, preferred

A Carroll County Government job application is required for these positions.

**Apply on-line: [cggovernment.carr.org](http://cggovernment.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: 12/18/17  
(18-59)**

**Carroll County is an equal opportunity employer**