Job Title: Construction Project Manager

BCAT Code: 09NX04  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates and supervises the programming, design, estimation, and construction of multiple renovations, construction, and maintenance capital projects for Georgia State University (GSU). Projects typically do not exceed $15M.

Examples of Duties
- Oversees the preparation and submission of cost estimates, designs, and construction progress reports.
- Attends and participates in pre- and post-construction meetings and schedules.
- Provides oversight over the inspection, design, and cost estimation services.
- Coordinates the compliance with building and safety codes.
- Serves as the leadership liaison on renovations, constructions, and maintenance projects.
- Assesses the safety and risk management of inspection and compliance services.
- Provides managerial, administrative, and technical support for projects.
- Coordinates multiple projects between the Design and Construction department and external consultants.
- Coordinates the operations efforts between the Maintenance department and the Design and Construction department.
- Performs other inspection related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of federal, state, and local compliance codes.
- Knowledge of interpreting and evaluating engineering drawings, building systems, and maintenance.
- Knowledge of AutoCAD, word processing (MS Word), and spreadsheets (MS Excel).
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, coordinate several projects, supervise, and perform life activities, such as climbing, walking, and entering non-confined areas.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.