

PROJECT MANAGEMENT TECHNICIAN

Job Code	Pay Grade
13024	CL14

Nature of Work

This is independent project management work coordinating and participating in the planning, design and construction of new facilities and the alteration/renovation of existing facilities. Responsibilities involve acting as project coordinator for small to medium scale, non-CIP building projects to ensure compliance with Facility Management objectives. Work requires coordination of programming, schematic design, design development, construction documents, cost analysis, bidding/negotiations, construction overseeing and construction invoicing reviews and other contract documents. Work requires the exercise of independent judgment coordinating the efforts of consultants, contractors and intra/inter departmental personnel involved in all phases of assigned projects. The more difficult technical, policy or procedural problems are referred to a supervisor for resolution.

Minimum Qualification Requirements

- 3 years of technical experience in architecture, civil engineering or construction engineering or related field; or
- Associate's degree, vocational or technical diploma or certification in project management, construction management, architecture, civil engineering or construction engineering or related field and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Provides project management and coordination with County departments, user groups, and consultants in matters relating to programming and design work for proposed major and minor new construction and renovation projects.
- Prepares graphical presentation of conceptual plans.
- May prepare schematic design, design development, and construction documents for the design and construction of alterations of existing buildings, or remodeling or extension of existing buildings.
- Reviews monthly invoices for consultant services and assists in project construction invoicing.
- Prepares research material and field information for building projects.
- Prepares detailed construction drawings for architectural projects.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of architectural methods, practices and procedures as they apply to the planning, design and construction of new facilities and the alteration/renovation of existing facilities.
- Knowledge of construction and design codes, County ordinances, State and Federal regulations governing building construction and the preparation and interpretation of construction plans and specifications.
- Knowledge of project costs and estimating procedures.
- Knowledge of project construction invoicing, materials and labor analysis and delivery and payment procedures.
- Knowledge of architectural drafting and design methods, practices and techniques.
- Knowledge of interior design and space planning.
- Knowledge and skill in use of Computer Aided Drafting and Design system (CADD).
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to present ideas and findings clearly and concisely in written, oral, and graphic form.

For official use only

Revised	EEOC Code	Overtime Code
3/08	Technicians	Classified