

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Construction Project Manager**  
Dept.: **Facilities Management Services**  
Reports to: **Director of FMS**  
Effective Date: **Revised January 2020**

Job Code Number: **10682**  
Grade Number: **20, Non-represented**  
FLSA Status: **Exempt**

General Position Summary:

Coordinates construction projects for new buildings and for renovations and repairs, to assure conformance to the goals, objectives and standards of KCLS. Monitors and reports project status for schedule and budget conformance to senior administration and Board of Trustees. Develops, organizes and summarizes dispute resolution documentation. Develops contractual documents and specifications for public bidding of construction projects. Provides constructability review and assists in directing the work of the architectural and engineering consultants. May provide design and space planning for small projects.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Manage and control construction projects as the owners' representative.
2. Prepare or review change proposals, contract changes and other requests for projects.
3. May attend municipal staff reviews of projects and provide technical support to maintain Library programs and plans.
4. Manage the public bidding process through close out including state requirements.
5. Review project invoices and pay requests for conformance to the contractual agreements.
6. Resolve contract problems or contractual disputes or refer to supervisor.
7. Ensure conformance to the public works statutes of Washington State.
8. Assist in long range planning and reporting.
9. Responds to contractor and consultant inquiries.
10. Provide technical direction and clarification for the Library Staff and public.
11. Participate in site meetings with architects and contractors.
12. Prepare written reports and present oral status reports to Library staff and public.
13. Prepare dispute resolution documentation, participates in mediation and arbitration.

Secondary Duties:

1. Coordinate the selection, bidding, ordering and placement of furniture, equipment and other supplies for new buildings and for renovations.
2. Coordinate public art process for assigned projects.
3. Related work as assigned.

Core Competencies:

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and Technical Knowledge**

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Decision Quality**

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**Organizing and Planning**

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

**Approachability**

Listens more than they talk; allows appropriate time for interactions; purposely builds rapport, sets positive tone and exhibits confidence by body language and speech. Maintains boundaries.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree or equivalent, specializing in architecture, construction management,

- engineering, or related field.
- Three to five years' progressive experience in construction related work, preferably in public works.
  - On-the-job training to become familiar with the KCLS expectations and design standards.

#### SPECIAL REQUIREMENTS

None.

#### PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands to grasp objects, computers/office tasks and materials. Frequently required to stand and walk and reach out with hands and arms, frequent neck and waist twisting. Frequently bending and squatting to inspect lower items and occasionally kneels. Will seldom crawl to access crawlspaces will occasionally climb ladders to access roofs or higher locations. The employee will seldom lift up to 100 pounds and occasional lift up to 50 pounds and frequently 20 pounds. Will push/pull carts and various items using light to moderate force.

#### WORK ENVIRONMENT

Work is in a normal office environment, and on location at construction sites. The position requires constant sitting, extensive close work (eyestrain) and extensive PC monitor work.

#### Advancement Possibilities:

Facilities Manager

Associate Director, Facilities Management Services

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR