



## POSITION DESCRIPTION

**Job Title:** Project Manager – Vertical Construction  
**Salary Grade:** 21  
**Date:** August 7, 2009

**Job Code:** 3880  
**FLSA Status:** Exempt

**JOB SUMMARY**

The Project Manager – Vertical Construction is responsible for executing projects with SAWS-wide implications. The Project Manager – Vertical Construction supervises a cross-functional team engaged in a full-range of operational program development, from initial feasibility study analysis, preliminary planning, conceptual and detailed design and cost estimation, construction planning and inspection, and operational start-up activities. The incumbent is responsible for managing the development of solutions to complex design, architecture and construction challenges. Project execution includes establishing goals and objectives, measures of success, developing project plans, determining resource requirements, and tracking all facets of the project, with regular reporting to management. Vertical construction projects include but are not limited to multi-story buildings, large-scale commercial communities and warehouses.

**ESSENTIAL FUNCTIONS**

1. Supervises, selects, develops, trains, and evaluates personnel.
2. Participates in conceptual planning efforts as it relates to architectural design.
3. Manages, supervises and inspects construction projects.
4. Manages the development of solutions to complex design, architecture and construction challenges.
5. Reviews and checks construction drawings and specifications to ensure that they meet regulatory requirements.
6. Manages financial elements of a construction project to include budget and payments.
7. Enforces architectural compliance.
8. Applies test procedures and equipment used on construction projects.
9. Applies quality control and quality assurance practices and procedures to construction projects.
10. Coordinates with Engineers and perform site inspections.
11. Communicates architectural decisions and intent with project team.
12. Applies knowledge of project management principles, practices, techniques and tools.
13. Develops and applies construction scheduling techniques.
14. Administers construction contracts to include preparation and/or review of documentation for the award of contracts and execution of studies, design and construction projects, and/or service and purchasing contracts.
15. Applies safety practices and procedures to construction projects.
16. Utilizes computer software to manage construction projects.
17. Administers team resources in an efficient and effective manner.
18. Facilitates key interdepartmental initiatives.
19. Demonstrates effective verbal and written communications skills with technical and non-technical personnel.
20. Display effective leadership and consensus building skills with colleagues, supervisors and subordinates.
21. Performs other duties as assigned.

**DECISION MAKING**

- Reports to the Group Vice President or designated person in charge and works under limited supervision.
- Directs/supervises the work of 5 - 10 employees and outside consultants.
- May manage more than one project at any one time.

**MINIMUM REQUIREMENTS**

- Bachelor's degree in Construction Management, Architecture, Construction Engineering, or related discipline.
- Six years of architectural design and Quality Control project management including three years supervisory experience.
- Licensed Professional Architect in the State of Texas, or if the license is held in another state, must obtain Texas license within six months of appointment.



## POSITION DESCRIPTION

- Proven ability to integrate customer needs and functional unit objectives to achieve business unit objectives.
- Solid analytical and problem-solving skills.
- Excellent interpersonal and communication abilities.
- Good organizational and time management skills to work on multiple projects simultaneously.
- Computer proficiency in a Microsoft Office environment, including Word, Excel & Outlook.
- Valid Class "C" Texas Driver's license consistent with SAWS Driving Policy.

### **PREFERRED EXPERIENCE**

- Master's Degree in Construction Management, Architecture, Construction Engineering, or related discipline from an institution accredited by a nationally recognized accrediting agency.
- Demonstrated experience in interactive group techniques, functional analysis and process flow analysis sufficient to facilitate change management and other management improvements.
- Relevant certifications to include but not limited to Project Management Professional, Certified Project Manager, Professional Architect and/or Professional Engineer.
- Familiarity with Project Management or Primavera programs.

### **JOB DIMENSIONS**

- Frequent contact with internal and external customers, consultants, government agencies and contractors, executive management, mid-management, staff, administrators, internal and external customers, consultants, vendors, and outside agencies.
- The Project Manager shows their in-depth knowledge of their field and is expected to perform basic construction engineering and/or architectural duties related to the project.
- Communicates effectively, verbally and in writing; ability to draw essential information from others and to coach and advise project team members and clients;
- Budget oversight, developing decision analysis criteria, and consultant or contractor selection.
- May be required to work hours other than the regular schedule.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Working conditions are primarily in an office environment and performs occasional to regular field visits with exposure to traffic, construction, rugged terrain, and hazardous environmental conditions. Operates a company vehicle on an occasional to frequent basis.