

Job Title: Project Management Officer

Grade: MS-16

Salary: \$128,962 - \$180,544

Requirements: Mastery professional knowledge of engineering in the areas of construction and contract administration sufficient to serve as an expert advisory and provide leadership. Registration as a Registered Architect, Professional Engineer, and/or project management certification (e.g. PMP, LEED AP, etc.) is required. This position is deemed **Security Sensitive**, the incumbent will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability. This position is designated as Emergency.

Qualifications:

- Extensive knowledge of both existing and emerging technologies related to construction operations and analytical techniques designed to improve operational productivity and effectiveness.
- Expert knowledge of construction management programs, operations, and objectives, as well as all related budgeting, contracting, and leasing requirements, acquisition and property management regulations and pertinent building codes.
- Expert professional knowledge of project management and experience indicating the ability to manage successfully, several large complex projects simultaneously with and through other.

Job Description:

Collective Bargaining Unit: This position is not covered by the collective bargaining unit. This position is “At Will”, employment applies to the Management Supervisory Services (MSS). All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

This position is located in the Capital Construction Division, which is responsible for providing leadership in the overall management and implementation of the Construction and Capital Improvement Programs for various agencies of the District of Columbia. The division implements and oversees the capital budget, the construction of new facilities, and the rehabilitation of existing properties for the District.

The function of this position is to serve a full assistant to the Deputy Director, fully sharing in the oversight and direction of all phases of the managerial and technical work of the division. Responsible for providing technically authoritative advice and guidance to top level management on complex, controversial, and/or sensitive construction matters. Manage the capital improvement and construction program including, TI and Relocation, Government Facilities, Education Facilities, Public Safety Facilities, Recreation Facilities, and Horizontal Development.

Duties and Responsibilities:

- Serves as a key member of the Director’s management advisory staff and participates in recommending and formulating policies and strategies.
- Serves as an expert technical advisor to the Deputy Director and other DC Government officials.
- Provide authoritative direction and advice in administering applicable laws and regulations governing the capital construction operations, employment law and regulations, budgetary requirements, and applicable regulations and other management issues.