

Job Title: Project Manager

Grade: CS-14

Salary: \$108,847 - \$140,230

Requirements: Candidates must have at least one (1) of specialized experience equivalent to the CS-13 grade level, or its non-District equivalent. 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:

- Comprehensive knowledge of the mission, organizations, functions, goals, objectives, processes and resources of the Department of General Services, in order to complete, review and/or monitor special projects, and oversee the efficiency and effectiveness of the flow of work.
- Knowledge of qualitative and quantitative analytical methods and techniques to formulate opinions and recommendations for solutions or alternative courses of action and to alleviate a variety of programmatic, administrative or other issues.
- Skills in effectively interfacing with managers and employees regarding confidential and sensitive issues in order to promote and facilitate sound professional relationships.

Job Description:

Collective Bargaining Unit: This position is covered by the collective bargaining unit and you may be required to pay a service fee through direct payroll.

This position is located in the Capital Construction Division. The Capital Construction Division implements and oversees the Capital Improvement Program for agencies within the District of Columbia, as well as executes the capital budget program, consisting of the rehabilitation of existing real property facilities, and construction of new facilities supporting the District.

The incumbent serves as a Project Manager and is responsible for a large and complex project assignments, be responsibility for providing expert level project management, planning, analysis, technical assistance and guidance for major actions, as well as program analysis of real estate project management and capital construction delivery activities in the District of Columbia. This involves oversight of both specific complex projects and projects bundled together for economy of scale or other logistical reasons.

Duties and Responsibilities:

- Plans, prepares, directs and oversees the design and construction of a variety of projects for the District of Columbia with responsibility for the projects from inception to completion and for project assessment, evaluation and follow up activities.
- Solicits approval on scope, budget and schedule ensuring accomplishment of all activities related to competitive and open-end contract. Establishes budgets for projects and is responsible for securing the funding data once projects have been fully approved.
- Expert knowledge of building design and construction technology and principles and ability to interpret construction documents.