



CLASS TITLE | CITY PROJECTS DESIGN MANAGER

PAY GRADE: EX-48| www.cityoftulsa.org/pay

Class Code: 2098

Effective Date : 9/27/2023

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for designing, managing, coordinating, budget control, and ensuring successful and timely completion of City funded vertical building construction and rehabilitation projects for multiple departments and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs oversight of project management for vertical building and major renovation and rehabilitation projects for all departments of the City, including planning, prioritizing, coordinating, and leading the analysis, design, implementation and documentation
- Determines and assigns/delegates and deploys personnel and technical resources required to successfully complete building design projects on schedule and within budget, ensuring the customer departments' project objectives are met
- Provides guidance and assistance to project management personnel and mentoring on project management methodology
- Monitors design changes, analyzing impact on budget and making recommendations to keep projects in line with budget and schedule
- Employs project planning and control for the development and maintenance of project schedules
- Coordinates, reviews, and approves plans and specifications
- Negotiates, administers, and monitors contracts, service agreements, and change orders with design consultants
- Maintains ongoing communication with user departments and other external stakeholders throughout the life of projects
- Assesses projects risk on a regular basis, taking appropriate action to ensure project objectives timely and successfully met
- Maintains and provides regular comprehensive status reports and project schedules to the Sales Tax Overview Committee, City Council, the Mayor and any other entity charged with capital funding oversight
- Develops Letters of Intent (LOI) and Statements of Qualifications (SOQ) for planning, architectural, engineering, and construction management services, and evaluates vendor responses
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Completion of 120 hours from an accredited college or university, preferably in the fields of engineering, architecture, construction management, project management or related fields;
- and,**
- (b) Seven (7) years' experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of architecture and building design management principles and practices
- Considerable knowledge of construction management principles and practices
- Considerable knowledge of the equipment, materials, and methods used in building construction and maintenance projects
- Good knowledge of engineering principles and practices, as it relates to buildings



CLASS TITLE | CITY PROJECTS DESIGN MANAGER

PAY GRADE: EX-48| www.cityoftulsa.org/pay

Class Code: 2098

Effective Date : 9/27/2023

- Good knowledge of the methods and techniques of land surveying
- Good knowledge of safety rules and regulations relating to construction and maintenance projects
- Good knowledge of public engagement practices

Ability to:

- Ability to plan, coordinate, and oversee a variety of construction and maintenance projects
- Ability to prepare, review and interpret engineering plans, and specifications
- Ability to plan and conduct public and technical meetings and to make presentations
- Ability to coordinate land acquisition with designers, contractors, lawyers, and involved parties
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Skill in:

- Communicating effectively orally and in writing
- Creative problem-solving
- Gathering relevant information to solve practical problems and address inquiries and concerns

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**
- b) Possession of a Professional Engineer (PE), Licensed Architect (AIA), and/or Project Management Professional (PMP) are *preferred, but not required*

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; construction sites both indoor and outdoors; and requires some travel to various locations to conduct inspections and surveys

EEO Code: E-02

Group: Engineering, Planning, and Technical

Series: Professional Engineering