



## EMPLOYMENT OPPORTUNITIES

CITY OF SEATTLE  
 Seattle Department of Human Resources  
 Seattle Municipal Tower, 700 5th Avenue, Suite 5500  
 Seattle, WA 98104  
<http://www.seattle.gov/jobs>

### *Employment Opportunities as of Tuesday, February 11, 2020*

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2020-00191	Senior Design/Construction Project Manager	Classified Civil Service, Regular, Full-Time	\$52.00 - \$61.00 hourly	02/04/20	02/25/20

**Department:**

Finance and Administrative Services

**Position Description:**

Are you an accomplished project management professional with expertise managing facility projects and public works construction contracts? If so, this is your opportunity to join a talented team dedicated to providing high quality and efficient capital facility project delivery.

The Senior Design/Construction Project Manager works within the Capital Development Division (CD), which manages facilities capital master planning, programming, interior space planning, design and construction in City-owned facilities. In this role, you will be responsible for executing a complex project portfolio which includes master planning, new construction, major maintenance and tenant improvements. Project management duties include managing capital facilities projects on time, within budget, and in compliance with the governing laws and statutes.

The City of Seattle's Department of Finance and Administrative Services (FAS) is a [dynamic organization](#) of 600+ employees that provides \$200 million a year in services to the City through an exciting [portfolio of lines of business](#). FAS is a collaborative workplace with collective accountability to [promote equity, respect, civility, integrity, inclusiveness and fairness](#) for all employees.

**Job Responsibilities:**

- Plan and manage all phases of capital facility projects, including schedules, consultant selection, design, permitting, construction, closeout, and warranty;
- Perform space planning and capital planning studies to assess viability and funding considerations for strategic capital programs and development projects;
- Conduct preliminary engineering/design reviews to establish scope, schedule, and budget for future projects;
- Negotiate and administer consultant contracts;
- Execute projects via various purchasing and public works contracting methods;
- Oversee selection and coordinate activities of vendors, contractors, and consultants;
- Work with committees, community groups, and tenants/end users during scoping, design, and construction to achieve project objectives;
- Manage project budgets, review and authorize payments to vendors/consultants/contractors;
- Administer construction, including change orders, field directives, and contingency management;
- Establish, monitor, and report on project budgets and schedules;
- Coordinate the efforts of multi-disciplinary, multi-agency project teams;
- Coordinate design reviews at appropriate project milestones with various stakeholders;
- Work closely with Operations and Maintenance staff to ensure that projects will meet their needs and successfully transition to operations staff at end of project;

- Perform project management services for City tenant departments requesting tenant improvements in FAS-owned or tenant-owned facilities.

**Qualifications:****Minimum Qualifications**

- Bachelor's degree in architecture, engineering, construction/project management, business or closely related field of study; and
- Four (4) years' experience in capital facilities project management, engineering, architectural/interiors lead design management or construction management.

(or a combination of education and experience, which provides an equivalent background required to perform the work of the class).

**The most successful candidates will possess:**

- Experience in managing facility projects and public works construction contracts in the public sector;
- Architectural or interiors design experience, particularly in space programming and tenant improvements as owner's representative;
- Experience leading a team in an architectural or engineering environment, managing multiple disciplinary teams and/or project portfolios;
- Strong history of successful delivery of capital facility projects;
- Experience working in a team-environment in an architectural, property management or engineering environment, managing multiple disciplinary teams and/or project portfolios for facilities;
- Excellent time management skills and the ability to successfully move several projects forward at the same time;
- Proficiency in Microsoft Office applications (Microsoft Project, Word, Excel, PowerPoint, CAD and working knowledge of Access);
- Exceptional communication skills, both written and verbal to interact with diverse work force including the skilled trades, contractors, consultants, clients and regulatory agency personnel;
- Valid Driver's license or equivalent mobility.

**Additional Information:**

Please submit a cover letter and resume with your online application in order to be considered for this position.

Job offers are contingent on the verification of credentials and the completion of a background check.

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