

EDITED TASK LISTING

CLASSIFICATION: PROJECT DIRECTOR II

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Provide oversight and management of the more complex and sensitive capital outlay projects in order to successfully deliver them utilizing project accounting, and management tools, etc., under limited supervision, on a continuous basis.
2.	Prepare project funding and authorization packages for submission to control agencies utilizing project accounting, capital outlay budget change proposal, detailed construction estimates and Microsoft office applications, under limited supervision, as required.
3.	Verify all required change order documents have been received by the contract unit by reviewing the documents for contract compliance and meeting with the Contract Analyst, utilizing analytical skills and standard procedures, under limited supervision, in accordance with departmental policies and procedures, as required.
4.	Coordinate with contract staff on the issuance of the Notice to Proceed of the construction contract by communicating with the contract analyst and construction contractor, under limited supervision, according to project needs and departmental policies and procedures, as required.
5.	Facilitate preconstruction conference meetings with the necessary project participants e.g., construction contractor, inspector, Departmental staff, designer and other appropriate parties, in order to define the roles of various stakeholders and comply with contract requirements utilizing departmental procedures and verbal communication, under limited supervision, as required.
6.	Oversee responses to Requests for Information and various questions from the Construction Contractor prepared by the Construction Manager, Architect/Engineer and consultants, utilizing departmental procedures, computerized systems, written and verbal communication, under limited supervision, as required.
7.	Participate in construction project progress meetings conducted at the construction site to monitor project issues, utilizing project management tools (e.g., teleconference, etc.), under limited supervision, as needed.
8.	Review work in progress at the construction site to determine best course of action regarding construction issues based on visual site inspection, best practices and verbal/written communication, under limited supervision, on a continuous basis.
9.	Oversee the change order process by reviewing entitlement, scope of change, time impact analysis and estimates, utilizing project management tools, under limited supervision, on a continuous basis.
10.	Review and approve progress payment requests to ensure compliance with the contract utilizing departmental policies and procedures, under limited supervision, on a continuous basis.
11.	Compile construction contract close out documents for final payment to be submitted to the Contracts Unit, utilizing departmental policies and procedures, under limited supervision, as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Coordinate design review activities through all phases of design to ensure comments are incorporated into the construction contract documents, utilizing departmental policies and procedures, under limited supervision, as necessary.
13.	Facilitate regulatory agency's review (e.g., the State Fire Marshal, Access Compliance, etc.) for approval of the construction contract documents utilizing scheduling and attending meetings with regulatory agencies and appropriate consultants, under limited supervision, as required.
14.	Facilitate development of construction contract documents utilizing project management tools, input from consultant contractors and stakeholders, departmental policies and procedures, under limited supervision, as required.
15.	Coordinate the development and review of completed California Environmental Quality Act documents for project related environmental impacts requiring inclusion of mitigation measures within the construction documents utilizing analytical skills, written and verbal communication, under limited supervision, as required.
16.	Oversee the development of project requirements (e.g., building square footage, adjacencies, utility replacements, etc.) to facilitate the preparation and review of preliminary plans, specifications and cost estimates utilizing project management tools, under limited supervision, as required.
17.	Facilitate design phase project progress meetings with consultants and stakeholders in order to review project status, answer questions and develop action items, utilizing project management tools, under limited supervision, on a regular basis.
18.	Coordinate all transfer of funds in accordance with California Government Codes and State Administrative Manual procedures as appropriated for a project, using templates and Microsoft Office applications, under limited supervision, as required.
19.	Reconcile and monitor project costs for all expenses in order to maintain expenditures within budget in accordance with authorized budget language, utilizing project records, Microsoft Excel, under limited supervision, on a continuous basis.
20.	Review all consultant billings for accuracy and consistency with status of deliverables utilizing contract agreement and project documents, under limited supervision, on a continuous basis.
21.	Maintain all project files (electronic and paper) in order to keep accurate records in accordance with office standards, utilizing support staff and computers, under limited supervision, on an ongoing basis.
22.	Participate in the selection of consultants for professional service contracts to implement the project design and construction utilizing departmental policies and procedures, under limited supervision, as required.
23.	Establish consultant contracts for professional services in order to provide required project services utilizing Microsoft Office applications, templates, departmental policies and procedures, under limited supervision, as required.

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24.	Review project scope and budget at each phase of development to ensure conformance with the authorized Legislation utilizing project documentation, Microsoft Office applications and analytical skills, under limited supervision, as required.