

**PROJECT MANAGER (JOB ID: 39037)**

State of New Hampshire Job Posting  
Department of Natural and Cultural Resource  
Division of Capital Project & Maintenance  
172 Pembroke Road  
Concord, NH 03301

Project Manager  
Position #9T3143

The State of New Hampshire, Department of Natural and Cultural Resources, Division of Capital Project and Maintenance has a full-time vacancy for a Project Manager.

**Summary:**

To manage, supervise, and coordinate public works-related projects throughout New Hampshire for the Department of Natural and Cultural Resources (DNCR), to include site work, facilities maintenance, building renovations, additions, new construction, and utility systems.

**Responsibilities:**

Schedules, coordinates and manages public works projects. Solicits bids, helps prepare contract documents and bid documents, administers contracts and supervises construction. Reviews and approves consultants' work on architectural design, structural engineering, electrical systems, and mechanical systems. Holds pre-bid conferences with contractors, performs public bid openings, makes job site visits and conducts inspections to assure projects are on schedule and in compliance with the contract plans and specifications.

Develops architectural and engineering plans and specifications for public works projects under the direction of the Department Architect. Uses Computer Aided Design (CAD) software to produce, revise and file project drawings. Assembles, edits and revises construction specifications for specific project applications.

Performs field studies of existing facility systems including electrical, plumbing, heating, ventilation, alarm and communications to assess the systems' condition and carry out basic trouble shooting procedures as warranted. Coordinates with consultants and subcontractors for system repairs and upgrades.

Interacts with and provides technical support for the State Parks field staff, Park Operation staff, Trails Bureau, Bureau of Historic Sites, Natural Heritage Bureau, Land Management, Forest Protection, and Forest Management Bureaus. Assesses the facilities and system needs, schedules facilities improvements around operational programs, and facilitates maintenance and improvement projects.

Works with the State Fire Marshal's Office (SFMO) to obtain building permits for DNCR projects. Provides information requested by DES, Fish and Game, Dam Maintenance Bureau, and DOT to accomplish projects on DNCR lands. Coordinates with the Division of Public Works to oversee and administer DNCR's major public works projects. Facilitates and accommodates projects of other agencies that may relate to or affect DNCR interests as directed by the Commissioner.

Prepares itemized cost estimates for facilities maintenance and improvement projects for DNCR facilities. Reviews and analyzes consultant and contractors' cost estimates for proposed projects. Participates in considering value-engineering proposals when estimates exceed funding.

Makes existing conditions drawings of DNCR facilities and assembles existing conditions information relevant to proposed improvement projects. Develops preliminary architectural design options under the oversight of the Department Architect modifying floor plans, elevations, building sections and building details to achieve the best design result. Draws up architectural details to illustrate construction requirements. Generates complete construction working drawings for the project design option that is selected for implementation.

Maintains a familiarity and working knowledge of the State Building Code, the NFPA Life Safety Code and ADA Standards for Accessible Design. Maintains awareness of when DES regulations for alteration of terrain, wetlands protection, shoreline protection and hazardous materials will apply.

YOUR EXPERIENCE COUNTS - Under a recent change to the rules, an applicant's relevant experience now counts towards formal education degrees referenced below! *See Per 405.1.*

18 Months of additional relevant experience = Associate's degree

36 Months of additional relevant experience = Bachelor's degree

54 Months of additional relevant experience = Master's degree

#### **MINIMUM QUALIFICATIONS:**

**Education:** Possession of a Master of Science degree from a recognized college or university with a major concentration in civil, mechanical or electrical engineering or architecture.

**Experience:** Two years' post baccalaureate experience in the practice of engineering or architectural work.

OR

**Education:**

Possession of a Bachelor's degree from a recognized college or university with a major study in civil, mechanical or electrical engineering or architecture.

**Experience:** Four years' post baccalaureate experience in the practice of engineering or architecture work.

OR

**Education:**

Possession of an Associate's degree from a recognized college or technical school with a major study in civil, mechanical, electrical or architectural technology.

**Experience:** Four years' experience in the practice of engineering at a level equivalent to Public Works Project Manager I (or higher), plus two additional years' experience in a position comparable to an Engineering Technician. Nine years' experience in a position comparable to an Architectural Technician under the direct guidance of a Registered Professional Architect.

**License/Certification:**

Possession of valid Driver's License. Possession of an Engineer-in-training Certificate issued by the Joint Board of Licensure and Certification. No E.I.T. Certificate is required for architectural technology applicants.

**SPECIAL QUALIFICATIONS:**

Experience in construction contract administration.

**SPECIAL REQUIREMENTS:** Must perform regular job functions in a variety of environments, which may include working in all kinds of weather conditions, occasional exposure to a number of disagreeable working conditions and exposure to construction site safety hazards. Candidates must be willing to travel to project sites in all parts of the state. Must possess the ability to walk in to remote project sites, including climbing to mountain top communications sites and to construction sites in rough terrain. There will be an occasional need for heavy physical exertion to deal with situations or conditions that are observed or which arise at project sites. The exertion may involve lifting, digging, carrying, or using tools.

**PREFERRED WORK TRAITS:**

Ability to prepare, interpret and use architectural and engineering plans and specifications.

Familiarity with contract documents including forms of agreement, change orders, field reports, submittals, payment requisitions, and bonds

General understanding of wood frame construction and small-scale plumbing, electrical, water, and septic systems.

Ability to use computer-aided design (CAD) software to produce drawings.

For further information please contact: Mr. Albdios Fioravante, Capital Projects Administrator, albdios.v.fioravante@dn-cr.nh.gov, Tel # (603) 271-1523.

**TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including: HMO or POS Medical and Prescription Drug Benefits:

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits:

<https://www.das.nh.gov/hr/benefits.aspx>

Value of State's share of Employee's Retirement: 13.85% of pay

Other Benefits:

\* Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)

\* Flexible Spending healthcare and childcare reimbursement accounts

\*State defined benefit retirement plan and Deferred Compensation 457(b) plan

\*Work/life balance flexible schedules, paid holidays and generous leave plan

\*\$50,000 state-paid life insurance plus additional low-cost group life insurance

\*Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

<https://www.das.nh.gov/jobsearch/compensation-calculator.aspx>

Want the specifics? Explore the Benefits of State Employment on our website:

<https://www.das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://www.das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964