

#20669 - PUBLIC WORKS PROJECT MGR I - External

Edit Posting

Job Requisition: 20669
Posting: 2
Job Posting URL: <https://lmpk.nhfirst.nh.gov/lawtaprd/xmlhttp/shorturl.do?key=2A7>
Job Board: External
Posting Begin Date: 05/19/2021
Category: PROF & MANAGERIAL
Sub Category: ENGINEERING
Work Type: SONH
Minimum Salary: 43,114.500
Location: US:NH:CONCORD US:NH:CONCORD

Posting Status: Posting live
Posting Rule:
Posting End Date: 06/07/2021
Maximum Salary: 50,700.000 USD

Details

Title: PUBLIC WORKS PROJECT MGR I
Description: State of New Hampshire Job Posting

Department of Natural and Cultural Resources
Division of Parks and Recreation
172 Pembroke Road, Concord, NH 03301

Public Works Project Manager I
Labor Grade 21
Position #44010

The State of New Hampshire, Division of Natural and Cultural Resources, Division of Parks and Recreation has a full time vacancy for a Public Works Project Manager I.

SCOPE OF WORK: Managing public works related projects for the Department including site work, maintenance projects, renovations of existing facilities, additions, and new construction. Tasks include preliminary studies, preparation of bid documents, cost estimates, contract administration and construction supervision. This position will be based in Concord but will deal with projects in all parts of the state and will require travel to job sites.

ACCOUNTABILITIES:

PROJECT MANAGEMENT: Solicits bids and administers contracts including assisting in the preparation of standard state P-37 contract forms and assisting in composing G&C letters to accompany the contracts. Supervises construction of facilities improvements and maintenance projects. Holds pre-bid conferences with contractors interested in bidding, oversees bid openings, and conducts job site visits and inspections. Assures that projects are completed on schedule and in compliance with the plans and specifications. Understands construction contracts and has the ability to monitor and enforce them.

ARCHITECTURAL AND ENGINEERING DOCUMENT PRODUCTION: Develops and produces engineering and architectural plans and specifications for maintenance and improvement projects under the direction of the Department Architect. Uses Computer Aided Design (CAD) software to produce, revise and file drawings. Assembles, revises and edits construction specifications for specific project applications.

SYSTEMS ANALYSIS: Performs field studies of existing facility systems such as heating, ventilating, plumbing, electrical, alarm and communication systems. Compiles and analyzes data from the field studies.

COORDINATES WITH BUREAUS WITHIN DNCR: Interacts with and supports the Division of Parks and Recreation field staff. Assesses facilities and system needs, schedules facilities improvements around operational programs, and generally facilitates maintenance and improvement projects. Coordinates with staff from Parks Operations, Trails Bureau, Bureau of Historic Sites, Natural Heritage Bureau, and the Division of Forests and Lands.

COORDINATES WITH OTHER STATE AGENCIES: Provides information requested by other state agencies regarding DNCR projects. Works with representatives of agencies including the State Fire Marshal's Office, DES, the Division of Public Works, Fish and Game, and DOT to accomplish projects on DNCR lands and to facilitate and accommodate projects of other agencies as directed by the Commissioner that may relate to or affect DNCR interests.

COST ESTIMATES: Prepares itemized cost estimates for maintenance and improvement projects for DNCR facilities.

DESIGN: Assembles existing information on DNCR facilities and develops preliminary design studies under the oversight of the Department Architect for simple architectural projects including renovations and additions to existing facilities. Prepares diagrammatic layouts for simple plumbing and electrical projects for the purposes of cost estimating and determining the scope of work of a project.

BUILDING CODES: Maintains a working knowledge of the State Building Code, the NFPA Life Safety Code and ADA Standards for Accessible Design.

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: No experience required.

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: Eighteen months' post baccalaureate experience in the practice of engineering or architectural 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: Eighteen months' 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 or five 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. Bachelor's degree applicants not possessing an E.I.T. Certificate may be hired at a one-salary grade reduction.

Special Qualifications:

- Ability to prepare, interpret and use architectural and engineering plans and specifications.
- Experience in construction contract administration. 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.

Special Requirements: Requires performing 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.

Must be willing to occasionally work on weekends and

holidays to deal with facility emergencies that arise.

Candidates must be willing to travel to project sites in all parts of the state. Requires 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.

For further information please contact, Thomas Mansfield, Architect, Thomas.c.mansfield@dnrc.nh.gov Tel# (603) 271-3972.

EOE

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