

Connecticut General Assembly
JOB OPPORTUNITY
Facilities Project Manager

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
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Open To: The Public
Location: Hartford
Salary: \$84,275 plus State Pension and Health Benefits
Closing Date: July 28, 2023 5:00PM

General Knowledge:

The Office of Legislative Management has an exciting opportunity for a nonpartisan Facilities Project Manager position. The selected individual will manage moderately complex facilities projects at the State Capitol and Legislative Office Building to include capital renovations, new construction, implementation, maintenance, and repairs.

Responsibilities: Respond to facilities requests ensuring timely and quality service delivery to clients; coordinates and manages move, add and change activities; oversees daily work order review and follow up to ensure performance and superior customer service meets or exceeds key performance indicator (KPI's); develops project requirements and necessary design documents; assists in the preparation and management of the operating and capital budgets; works with design consultants to get necessary drawings and specifications prepared; works with the financial group to reconcile monthly invoices; verifies scope of work and review bidding documents and change orders; drafts requests for proposal (RFP); recommends and negotiates with contractors for projects using RFP and bidding process; reviews and evaluates schedules of values and payments to contractors; manage construction aspects of projects including coordinating work by contractors and vendors; reviews prints and shop drawings for adherence to plans and specifications; manage contractors and service providers and inspect work to ensure it is performed in conformance to the contract, CAD experience all applicable policies, building codes and regulations; prepares status reports on all work in progress; assists in reviews of periodic reports including financials, and variance explanations; investigates premature failures of materials and ensure compliance with warranties; assists with providing ergonomic evaluations; performs required and periodic facility inspections to determine work requirements and to prepare reports and KPI reports (monthly and quarterly), utilizes a computerized maintenance management system (CMMS) to manage work orders and preventative maintenance/cleaning schedules.

Minimum requirements: Bachelor's degree in engineering, facilities/construction management or architecture plus two (2) years' experience in construction and/or facilities project management or an equivalent combination of education and work experience. Good understanding of building & engineering process and design, ability to read and interpret building plans & specifications. Knowledge of plan development, bidding and project

administration, Considerable knowledge of the design aspects of building modification and construction along with demonstrated project management and vendor management skills.

Application Instructions:

Interested applicants should submit their application on the **CGA Careers Website**: at <https://GovernmentJobs.Com/Careers/CGA>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.