

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Specifications for the:

FACILITIES PROJECT MANAGER I, II, III, IV, V, VI

Series Definition:

The Facilities Project Manager series includes all classes of positions which reflect the responsibility for the supervision and/or performance of professional work in the evaluation, planning, organization, management, and execution of educational facilities projects for the Hawaii State Department of Education (Department). This series is responsible for managing state-funded construction jobs from inception to completion within the budget set by the program administrator.

Positions in this series manage the Department's Capital Improvements Program (CIP) and Deferred Maintenance Program (DMP) projects from varying phases of design through construction and are responsible for all aspects of the assigned project(s) to ensure the timely completion as identified in the project scope. Responsibilities of these positions may include, but are not limited to, the following: develops project scope, budgets, and timelines; participates in the master planning process for select projects; analyzes and negotiates professional fees from consultants; develops contract terms; manages the activities of the design team, including architects and engineers throughout the design process; guides design team to meet required design standards and codes; conducts technical reviews of construction drawings and specifications; confirms all required permits and approvals are obtained; and coordinates and analyzes the bid and awards activities for construction contracts.

When assigned to the construction phase of CIP projects, these positions manage construction by directing and coordinating the activities of construction managers, construction inspectors, and/or general contractors; communicate and provide written reports to the management/leadership; promulgate progress and resolve issues as they arise; evaluate progress payments to design professionals, general contractors, and material/equipment vendors, establish and communicate Department goals and expectations with contractors on construction projects; and provide quality control and quality assurance evaluations and inspections of contractor performance as directed by management/leadership.

This multi-level series covers progressively difficult aspects of facility management, master planning, building and site design, project design reviews, design and construction standards development, and construction management. Responsibilities

of these positions may include programmatic administration, coordination, and management of projects within and between agencies, budgetary oversight, facilities management, and leadership of programs and services necessary to achieve goals set by the Director or Public Works Administrator. Functions may include specialized architectural, engineering, and construction services; energy engineering; building code analysis; project scheduling, estimating, and management; and support of operations and maintenance.

Level Distinctions:

Classes in this series are distinguished on the basis of the following classification factors:

1. **Complexity:** This factor refers to the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; difficulty in identifying what needs to be done; difficulty and originality involved in performing the work; and the scope and effect of work completed.
2. **Supervisory Controls:** This factor refers to the nature and extent of direct or indirect controls exercised by the supervisor, i.e., the manner in which assignments are given, the extent of responsibility for the work product, and the method of reviewing completed work.
3. **Personal Contacts:** This factor refers to the nature and purpose of contacts with those other than the supervisor and can range from the exchange of information.

FACILITIES PROJECT MANAGER I

Duties Summary:

Performs routine project management work in the evaluation, planning, organization, management, and execution of educational facilities projects requiring the application of basic principles and techniques, according to specific instructions and following well-established practices, and performs other related duties as assigned.

Distinguishing Characteristics:

This is the beginning or trainee level in the series. The purpose of assignments at this level is to orient the employee in the practical application of theory and basic principles. Instructions received are specific as to methods, procedures, and expected results. Specific duties and work assignments at this level may be similar to those of nonprofessional employees, but such assignments are primarily for training purposes to equip the incumbent to assume more responsibility. Supervision is continuous in most phases of activities, with a detailed review of assignment completion of assignments.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Assist with the development of the project scope of work, budget, and timeline; draft contract terms; participate in the project design process; coordinate project meetings; track permits and approvals with other agencies; coordinate the bid and award process; coordinate the activities of the construction teams; track budget and schedule and develop status reports as directed; track invoice records; brief stakeholders on project processes and procedures; interact with team members to accomplish established goals; ensure equipment, furniture, and fixtures is ordered, received and installed to meet project objectives; develop an awareness of project safety issues including state health and safety laws and (Occupational Safety and Health Administration standards); organize project files; compile closeout project record for archive; assist higher-level facilities project managers.

Knowledge and Abilities Required:

Knowledge of baseline planning, organizing, directing, and problem-solving skills and routine work applications, policies, laws, and procedures necessary to perform assigned tasks. Demonstrable ability to identify and solve complex problems as they arise; effective oral and written communication skills; proficient with computers for the purpose of data management, spreadsheet development, project scheduling, and word processing; to carry out, under close supervision, simple or routine tasks in support of higher-level professional work.

FACILITIES PROJECT MANAGER II

Duties Summary:

Performs specific and limited project management work in the evaluation, planning, organization, management, and execution of educational facilities projects requiring the application of standard methods and techniques, which may involve minor phases of a broad project; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the advanced trainee as part of the progression to full performance as an independent worker. A position in this class performs various routine tasks using prescribed methods and techniques, but with more latitude than is present at the lower level, for using independent judgment in applying guidelines and precedents for accomplishing individual assignments and recognizing discrepancies, omissions, or

deviations in technical data. An incumbent works under general supervision on repetitive assignments, with detailed findings and recommendations on such assignments generally accepted as technically accurate, although they may not be spot-checked or verified. On new or more complex assignments, specific detailed instructions are initially given by the supervisor, advice and guidance are available during work progress, and completed work is reviewed in detail for technical accuracy, adequacy, and conformance to prescribed policy and procedures. Person-to-person contacts at this level are ordinarily within the organization to present factual information directly applicable to individual assignments.

Example of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Lead the development of project scope of work, budget, and timeline; draft contract terms; coordinate the design process to ensure the design meets the intended goals of the project; ensure required permits and approvals are obtained; prepare status reports to track the budget and timeline; prepare written evaluations of design professional and construction contractor performance; participate in the value engineering process; assist in the design and/or construction conflict resolutions; conduct scheduled meetings to review project status, develop punch lists, and commission the project; review and approve design professional and construction contractors applications for payment; finalize closeout of project record for the archive.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires a sufficient working knowledge of architectural and engineering principles, practices, and techniques in the area of assignment to perform a variety of repetitive tasks without detailed and specific instructions; general knowledge of applicable regulatory and procedural issuances; and the ability to select and apply standard guides, methods, and techniques within the area of assignment.

FACILITIES PROJECT MANAGER III

Duties Summary:

Performs moderately difficult project management work in the evaluation, planning, organization, management, and execution of educational facilities projects of moderate complexity and scope; assists higher-level facilities project managers on more complex projects; and performs other related duties as assigned.

Distinguishing Characteristics:

Assignments at this level usually consist of work similar to that previously done in the organization and can be performed without substantial adaptation or with only minor modifications to standard designs, practices, or criteria. A facilities project manager at this level often carries out portions of more complex projects assigned to higher-level facilities project managers. Assignments given are specific in terms of objectives, with instructions as to possible complex features and the means of their solution. Standard technical methods and details are seldom reviewed by the supervisor; completed work is reviewed for soundness of technical judgment and to ensure the completion of assignments. Where there is a serious consequence of errors, a complete review may be made. Person-to-person contacts at this level are generally limited to an exchange of factual, technical information with co-workers, except for field positions and those concerned with cooperative programs with the public, which may involve contact with engineers and inspectors of other government agencies, jurisdictions, or contractors.

Example of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Guide the design and/or construction teams to meet the stated objectives of the project with respect to the scope of work, budget, and timeline; negotiate professional fees and develop contract terms; ensure required permits and approvals are obtained; participate in design constructability reviews; analyze risk factors; communicate and provide reports and presentations outlining the project status to management/leadership; prepare written evaluations of design professional and construction contractor performance; participate in the value engineering process; manage design and/or construction conflict resolutions; ensure safety risk assessment, environmental health, as applicable, are adhered to by design professionals and construction contractors; conduct scheduled meetings to review project status, develop punch lists, and commission the project; review and approve design professional and construction contractors applications for payment.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires a good knowledge of standard guides, precedents, methods, and techniques in the specialization or area of assignment; sound working knowledge of applicable regulatory material, established procedures and policies of the Department and other sources of information useful in developing work assigned, such as building materials supplied by manufacturers and other establishments working in the same field.

Ability to understand the basic level of architectural and engineering drawings and specifications; recognize interrelationships with related project assignments in the organization; locate, evaluate, select, and apply standard guides, precedents, methods, and techniques; and supervise and instruct lower-level personnel engaged in routine project activities.

FACILITIES PROJECT MANAGER IV

Duties Summary:

Performs difficult and complex project management work in the evaluation, planning, organization, management, and execution of a major and complex educational facilities project and/or several less complex projects, and performs other related duties as assigned

Distinguishing Characteristics:

A position in this class reflects a staff specialist occupied with independently performing highly technical and complex work assignments in managing a major and complex architectural and engineering project and/or several less complex projects. A Facilities Project Manager at this level can work independently with minimal oversight and supervision. Assignments usually include a statement of the objectives, limits of the assignment, suggested overall plan of work, and the nature of results expected. The incumbent is expected to use established Department policy and professional experience to determine an effective strategy in accomplishing the assignment. In cases of controversial or complex projects, especially situations involving untried or unusual techniques and methods or questions of policy, they would work closely with a lead Facilities Project Manager or their direct supervisor.

Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignment, with technical correctness of standard calculations, analyses, methods, and techniques usually accepted by the supervisor with minimal review. Recommendations and findings are often used as a basis for action by others. Guidelines include all those indicated at the previous levels; however, since complex features normally occur in assignments at this level, an incumbent must apply experienced judgment in modifying, adapting, or deviating from standard guidelines. In dealing with the public and outside agencies, an incumbent makes commitments on matters covered by precedents, regulations, policies, and accepted project management practices.

Example of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Manage project scope and budget, work with design and/or construction teams and school administrators to ensure a project is meeting the stated objectives of the project with respect to the scope of work, budget, and timeline. Identify issues as they arise and determine actions necessary to avoid or resolve problems; represent the Department to other government agencies and contractors. Ensure all permits are obtained, fund expenditures comply with state procurement law and contractors comply with building codes, state laws relating to safety, fire code, The Americans with Disabilities Act access, and the Department Code of Conduct; institute a cost control program on all projects with regular updates; maintain project schedules on a monthly basis, reporting any potential issues to upper management; ensure that a quality control/quality assurance program is established and maintained on all projects.

Knowledge and Abilities Required:

In addition to the knowledge and abilities indicated at the lower levels in the series, this level requires thorough knowledge of standard guides, precedents, methods, and techniques in the area of specialization; working knowledge of established methods and procedures used in related areas; and thorough knowledge of applicable laws, regulations, policies, and procedures of the agency and of other sources of information, such as that supplied by other government agencies, private industry, and educational institutions.

Ability to function independently, under only general supervision, in performing normal work assignments; modify, adapt, and make compromises with standard guides, precedents, methods, and techniques; develop effective coordination and secure cooperation with others to plan and prepare complete comprehensive project reports; and read architectural and engineering drawings and specifications.

FACILITIES PROJECT MANAGER V

Duties Summary:

Oversees the evaluation, planning, organization, management, and execution of several major and complex educational facilities projects or works independently on advanced planning, design, or research projects involving elements of a highly critical or unprecedented nature; and performs other duties as assigned.

Distinguishing Characteristics:

This level is characterized by the performance of work which requires the application of intensive and diversified knowledge of architectural, engineering, and construction management principles and practices in a broad area of assignment. An incumbent is given general objectives and relative priorities for assignments and works with considerable independence in carrying them through to completion. Projects typically contain complex problems requiring adaptation, modification, or compromise of standard principles, theory, procedures, techniques, methods, guides, and/or precedents. Completed work is reviewed for adequacy in terms of broad objectives and for conformance to policy. Technical decisions and recommendations are rarely changed by the supervisor except for reasons of policy, public relations, or budgetary considerations. Controversial policy questions, as well as novel or critical aspects or approaches, are discussed with the supervisor. The same guidelines used by Facilities Project Managers at lower levels are also available at this level; however, some challenging projects have aspects that are inadequate, controversial, or incomplete. A position at this level has the skills necessary to navigate difficult and complex situations and requires the use of initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and advanced problem-solving skills in devising solutions to unusual problems that meet legislative, legal, building code safety, and budget requirements.

Assignments carried out individually by a Facilities Project Manager at this level deal with systems, facilities, or structures characterized by some or all of the following conditions: (a) they encompass a broad range of elements, some of which may be conflicting and difficult to reconcile or accommodate; (b) they pose critical problems of performance requirements versus costs under application of standard materials and criteria; or (c) they require designs which must deal with factors of an undetermined or unprecedented nature.

A Facilities Project Manager at this level has more frequent and wider contacts than those at the preceding level in coordinating the activities of the section with those of organizational segments having related assignments, and in dealing with other government agencies, contractors, utility companies, and the general public. Such duties may constitute a substantial portion of the work of a position at this level.

Example of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Develop, analyze, and direct school facility planning, design, and/or construction-related to the planning and implementation of new facilities or modernization projects; ensure required permits and approvals are obtained; coordinate project activities with other Office of Facilities Operations personnel, administrators, community representatives, and other stakeholders; manage and coordinate CIP and DMP projects and analyze the impact on major maintenance programs, equipment needs, project design, contract solicitation, project inspection, and coordinate activities with District offices and other related organizational units; participate as a committee member in the professional services procurement selection process as necessary; gather and analyze data to prepare project budgets; develop a project plan that includes health and safety concerns, the effects of the interruption on the educational process, and cost-effectiveness.

Knowledge and Abilities Required:

In addition to the knowledge and abilities indicated at the lower levels, this level requires a thorough and extensive knowledge of standard guides, precedents, methods, and techniques in the area of specialization and working knowledge of the principles, practices, methods, and techniques of other organizational units as they relate to the area of assignment. The ability to plan and organize large-scale assignments containing many problems and variables to develop new lines of approach and new or improved techniques and to solve problems where critical gaps occur in data or precedents.

FACILITIES PROJECT MANAGER VI

Duties Summary:

Plans, supervises, and coordinates the overall day-to-day activities of a team of professionals engaged in the performance of educational facilities project management work; provides for the overall control and coordination of a number of major and complex educational facilities projects; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for supervising a unit or team of facilities project managers and provides oversight over a wide variety of complex projects. A Facilities Project Manager at this level works under very general administrative direction; assignments are typically provided with broad, general objectives and the incumbent is responsible for determining methods, procedures, scheduling of work activities, and assignment to personnel to accomplish the work most effectively. The supervisor is consulted on unusual or controversial situations and on administrative and budgetary matters. Completed work is reviewed for adequacy in terms of broad objectives and for conformance with policy but is seldom subject to technical review.

The Facilities Project Manager in this class plans, directs, advises on, and reviews the activities of a small group of Facilities Project Managers. Much of the work supervised is characterized by non-applicability of established criteria and technical precedents and by inadequacy or unavailability of data. These problem situations require originality and judgment in the skillful applications of construction, building, and project management knowledge to develop appropriate techniques or to evaluate those developed by subordinates.

The Facilities Project Manager at this level carries out the more difficult person-to-person relationships for the work group supervised. The majority of such contacts are of a technical nature with key officials in various echelons of the Department and with other jurisdictions, private industry, research institutions, and the public in the area of specialization.

At this level, the Facilities Project Manager makes decisions and commitments in planning, directing, interpreting, and coordinating complex project management work typical of the area of responsibility. This often necessitates skillful improvisation, deviation, and important project management compromises which frequently influence the ultimate actions and decisions of the supervisor or other higher authority and may serve as the basis for developing or changing governing policy or regulations.

Example of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)

Supervise and evaluate the performance of assigned staff; conduct performance evaluations; plan, coordinate and arrange for appropriate training of assigned staff; provide guidance and support to staff in resolving complex project issues; ensure staff is meeting project and funding deadlines.

Manage major and complex design and/or construction projects of school facilities with architects, engineers, and contractors; oversee design, analyses, calculations, construction drawings and specifications for all capital improvement projects; evaluate and approve changes in scope of the project; perform various construction duties including contract administration, dispute resolution, and change order evaluation and processing; monitor, inspect, consult, and advise on construction site activities; assure construction projects comply with established rules and regulations, construction project drawings and specifications; assure timely completion of projects; ensure required permits and approvals are obtained; resolve issues and conflicts; maintain liaison with regulatory agencies at State and local levels, as necessary, to ensure compliance with all applicable building codes; assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in

accordance with established guidelines; as necessary lead the committee for the professional services procurement selection process; communicate and collaborate with other administrators, district personnel, outside organizations, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information; lead the activities of internal and external resources; direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations.

Knowledge and Abilities Required:

In addition to the knowledge and abilities indicated at the lower levels, this level requires knowledge of supervisory principles and practices; comprehensive knowledge of standard guides, precedents, methods, and techniques in the area of specialization; and extensive knowledge of the principles, practices, methods, and techniques of other organizational units as they relate to the area of assignment.

The ability to supervise and effectively direct the work of others; relate the program to overall departmental objectives; and deal tactfully with the public and other officials. Plan and organize large-scale assignments containing numerous problems and variables; develop new lines of approach, and new or improved techniques; and solve problems where critical gaps occur in data or precedents.

Minimum Qualification Requirements:

Education Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree in architecture, engineering, construction management, or a related field.

Excess work experience as described under the Specialized Experience below or any other progressively responsible administrative, professional, or other analytical work experience that provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for the education requirement on a year-for-year basis. To be acceptable, the experience must also have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities.

Experience Requirements:

Except for the substitutions provided below, applicants must have had progressively responsible professional experience of the kind, quality, and quantity described in the following paragraph, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory or Staff Advisory Experience (Years)	Total
Facilities Project Manager I	0	0	0
Facilities Project Manager II	1	0	1
Facilities Project Manager III	2	0	2
Facilities Project Manager IV	3	0	3
Facilities Project Manager V	4	*	4
Facilities Project Manager VI	4	1	5

Specialized Experience: Progressively responsible professional experience planning, directing, managing, monitoring, and evaluating commercial planning, design, construction, and/or maintenance projects with a preference for educational facilities. Such experience must include determining project goals, scope, deliverables, timelines, costs, and resources; leading project teams; administering budgets and contracts; tracking project progress to ensure that milestones are met on time and within budget; documenting project progress; and/or identifying metrics for project evaluation.

Supervisory or Staff Advisory Experience:

Applicants for the Facilities Project Manager VI must have had either staff specialist or supervisory experience of the type and quality described below:

Supervisory Experience: Professional experience which included training subordinates, coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and maintaining high standards of work and timely completion of work objectives.

*Supervisory Aptitude: For the Facilities Project Manager V level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader or similar work in which opportunities for demonstrating supervisory capabilities exist; completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or favorable appraisals by a supervisor indicating the possession of supervisory potential.

Staff Advisory Experience: Professional experience as a technical expert in a specialized area or program function performing staff advisory, consultative, and/or reviewing the work of a staff or specialist assigned to such activities as long-range planning, research, and/or development of specific projects, programs, etc.

Substitution for Experience:

Possession of a State of Hawaii professional engineer or professional architect license would meet the qualification requirements for Facilities Project Manager IV.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered

Professional License Requirements:

For the Facilities Project Manager IV, V, and VI, applicants must possess a State of Hawaii professional engineer or professional architect license.

Substitutions for Professional License for Facilities Project Manager IV and V:

At least eight years of work experience as described under the Specialized Experience above may be substituted.

No substitutions allowed for Professional License for Facilities Project Manager VI.

Driver's License:

Applicants shall possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting the selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is the first specification for the new classes, FACILITIES PROJECT MANAGER I, II, III, IV, V, and VI.

DATE APPROVED: 2/15/2023


Sean Bacon (Feb 15, 2023 16:59 HST)

Sean Bacon
Assistant Superintendent
Office of Talent Management

EFFECTIVE DATE: 2/15/2023