



PARKING AUTHORITY OF BALTIMORE CITY  
JOB DESCRIPTION  
ANNOUNCEMENT #OPERPN154



**General Position Information**

<b>Job Title</b>	Construction Project Manager		
<b>Position Reports to:</b>	Chief Operations Officer		
<b>Department</b>	Operations	<b>Salary</b>	\$72,081.00
<b>Division</b>	Construction Management	<b>FLSA Status</b>	Exempt
<b>Section</b>	Administrative	<b>Pay Grade</b>	A09
<b>Work Location</b>	200 West Lombard Street, Suite B, Baltimore, MD 21201	<b>Employment Type</b>	Full-Time

**Job Summary**

The Construction Project Manager (CPM) will oversee a diverse team that includes contractors, engineers, architects, municipal financing specialists and environmental professionals with the goal of ensuring timely and satisfactory completion of plans and specifications. The CPM’s responsibilities cover all of the areas of project management including: Project Planning, Cost Management, Time Management, Quality Management, Contract Administration, and Safety Management. The position is responsible for overall project planning and scheduling, resource allocation, project accounting and control, while providing technical direction and ensuring compliance with quality standards. The Construction Project Manager estimates costs, incorporating value engineering, or cost solutions, as the plans develop. The CPM assists in obtaining required permits by coordinating with the appropriate agencies.

The ideal Construction Project Manager is a team player, a leader and a decision-maker and is a goal-oriented, effective communicator. The position requires experience in construction, maintenance, and repair, preferably in parking garages. The CMP must be a fair judge of quality to assess the staffing, equipment and materials of the contractors. The Construction Project Manager’s expertise in analyzing schedules will assist in tracking project progress and his/her legal insight will assist in managing contract issues to avoid escalation.

**Essential Duties and Responsibilities**

- Coordinates grant administration/construction fund distribution with City agencies;
- Prepares the budget for the Projects and directs related activities which include computing and analyzing budget data, writing reports, developing expenditure control systems and monitoring expenditures;
- Accomplish the procurement process;
- Reviews and processes all contractors' monthly payment estimates, contract change orders, and extra work orders;
- Assume responsibility for, and appropriately administer, cost management for the Projects;
- Accountable to management for monthly project reporting;
- Schedule and conduct project meetings and closeout review;
- Facilitate project schedule creation, maintenance, and compliance;



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- Assure compliance with standards, regulations and laws, safety policy, affirmative action, equal opportunity employment goals and protects from risk;
- Responsible for the overall pre-construction, construction and closeout phases of each project;
- Work cooperatively with on-site construction team and ensure thorough plan/ specification review;
- Frequent on-site, visual project review to ensure compliance with standards, regulations, laws, safety policies, construction schedules, quality and specification requirements;
- Collaborate with on-site construction superintendents, architects, subcontractors, owners and owner's representatives;
- Uses expert knowledge of construction technology to anticipate and resolve problems;
- Develop friendly, personal relations with others, with the ability to talk persuasively and fluently to sell ideas or other intangibles;
- Reviews and approves inspection charges on all related contracts;
- Performs other related work as required and assigned.

### **Supervision Received and Exercised**

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This position requires minimal direction and functions independently to develop solutions to complex problems which require the use of creativity, ingenuity and innovation while ensuring that solutions are consistent with organization objectives and future strategy.

This position oversees a primary function of the organization and evaluates work objectives and effectiveness of projects, while making modification when necessary.

This position may train, mentor, and develop personnel, as well as, supervise the activities of such personnel to include office support personnel.

### **Qualifications**

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- Bachelor's Degree (Project Management or Construction-related preferred), and five (5) to seven (7) years of industry relevant experience (parking, project management, government); or
- Master's Degree (Project Management or Construction-related preferred), and three (3) to five (5) years of industry relevant experience (parking, project management, government); or
- Equivalent combination of education and experience and varied experience may be considered

### **Knowledge, Skills, and Abilities Requirements**

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- Knowledge of the practices and procedures of construction contract administration including contract auditing, legal terminology and the processing of final contract documents;
- Knowledge of the principles and practices of construction planning and execution;
- Ability to communicate effectively with others, both orally and in writing;
- Ability to understand and follow oral and/or written policies, procedures and instructions;



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- Knowledge of and experience with City government financing, budget procedures and procurement is preferred;
- Ability to interpret and explain City contract procedures;
- Ability to understand, and interpret local, state and federal construction law and regulations;
- Ability to establish and maintain effective working relationships with personnel from other City agencies, members of the business community and the general public;
- Ability to deal effectively with contractors, consultants and Federal, State, City and private utility company personnel;
- Possess strong reasoning, critical thinking, judgment and analytical skills;
- Ability to prepare an operating and capital budget and monitor budget expenditures;
- Ability to audit contractors' estimates, invoices and extra work orders;
- Ability to read and interpret construction drawings, plans and specifications;
- Ability to read and interpret financial reports;
- Ability to maintain records and compose concise written reports;
- Ability to work independently, multi-task, and prioritize work activities.

**Physical Requirements**

The office environment is conducive with regulated office temperatures and lighting. The noise level can occasionally be moderate. The position frequently requires the employee to sit, stand, walk, stoop, bend, use hands and reach with hands and arms. Occasional light lifting, such as three or four reams of paper or other materials up to 40 pounds may be required. Specific vision abilities required are close and distance vision and ability to adjust focus. The out-of-office environment is conducive to outdoor weather conditions. When conducting out-of-office activities, including site-visits and inspections, appropriate attire should match the environment.

**Additional Requirements**

Requirement	
<input type="checkbox"/>	Computer Skills Assessment
<input type="checkbox"/>	PABC Job Application
<input type="checkbox"/>	Criminal Background Check
<input type="checkbox"/>	Proof of Education, Training Qualifications, and Certifications
<input type="checkbox"/>	In order to be considered for this position, an individual must possess (and maintain) a valid Class C, Non-commercial Driver's License in good standing of 3 points or less. Qualified candidates will be required to provide a certified copy of their most recent Motor Vehicle Record, minimum 3 years, before or at the time of an interview.
<input type="checkbox"/>	Must be able to obtain a City of Baltimore Driving Permit from the Division of Occupational Safety, Bureau of Risk Management Office and must maintain the permit during employment with the Parking Authority of Baltimore City



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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This is an at-will position; the position may be eliminated at any time, and your employment within the position may be terminated at any time. This and all organization positions are subject to transfer, based on company need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Parking Authority of Baltimore City is an Equal Opportunity Employer and considers qualified applicants without regard to race, color, creed, religion, national origin, sex, age, veteran status or any other protected status under federal, state, or local law.

**Submit Resume and Cover Letter by Closing Date to  
PABC c/o Employment Opportunities, 200 W. Lombard Street, Suite B,  
Baltimore, MD 21202 or via email to  
[EmploymentOpportunities@bcparking.com](mailto:EmploymentOpportunities@bcparking.com)**

The Parking Authority, a quasi-city agency of the City of Baltimore, is an equal employment opportunity employer and strictly prohibits discrimination and unfair employment recruitment, hiring, selection, transfers and promotion. The Parking Authority is a smoke-free and drug-free workplace. We encourage a diverse work environment.