THE CITY UNIVERSITY OF NEW YORK  
Classified Civil Service Position Description

Title  Project Manager
Title Code  04819
FLSA Status  Exempt
Date Issued  (R) July 1, 1998

General Duties and Responsibilities

This class of positions encompasses project management and coordination of work of varying degrees of difficulty and responsibility. All personnel may supervise subordinate staff. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

- Under general supervision, is responsible for planning, coordinating and directing effective and timely implementation of the design and construction of capital projects of moderate size and complexity.

Assignment Level II

- Under direction, is responsible for the planning, coordinating and directing effective and timely implementation of the design and construction of large and/or complex capital projects.

Assignment Level III

- Under general direction, is responsible for managing the implementation of one or more capital projects through the scope, design and construction phases. Performs supervisory work over a large group of capital project management employees, or directly oversees very large, complex projects which are of the highest priority.

General Work Tasks

- Maintains a management information system to provide data for the planning and control for project development.
- Establishes project time and cost schedules.
- Determines and coordinates the activities required between the persons, agencies and departments responsible for project completion.
- Reviews all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance which project completion dates.
- Checks work performance and prepare management reports which stress significant problems.
- Resolves problems that arise in meeting schedules and costs.
- Meets with colleges, consultants, contractors and citizen groups.
Advises and makes recommendations in formulating project needs, options, and consequences, assuring that functional requirements are adequately articulated and that proposed projects fulfill these requirements. Assists in developing scope of project, drawing upon CUNY technical resources to develop conceptual estimates and schedules.

Oversees the consultant selection and contracting process, and manages these contracts, or retains in-house design and construction management staff.

With the colleges, conducts a post-occupancy evaluation of facilities.

Supervises subordinate employees.

May incidentally perform duties of subordinates.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and two years of full-time satisfactory experience in the planning, administering or expediting of engineering design and/or construction, or coordinating an engineering project including or supplemented by one year of experience supervising employees performing such tasks or supervising a large and/or complex construction projects; or

2. A four year high school diploma or its equivalent and six years of experience as described I “1” above; or

3. Education and/or experience which is equivalent to “1” or “2” above. An accredited master’s degree in one of the disciplines described in “1” above may be substituted for one year of the required experience. However, all candidates must have at least one year of supervisory experience as described in “1” above

**Assignment Level II: Special Requirements**

In addition to meeting the qualification requirements for Assignment Level I candidates must have at least one additional year of experience as described in “1” above of a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.

**Assignment Level III: Special Requirements**

In addition to meeting the qualification requirements for Assignment Level I, candidates must have at least two additional years of experience as described in “1” above of a supervisory capacity or have served for at least 2 additional years as a project manager for a large and/or complex construction project.

**NOTE:**

**Direct Lines of Promotion**

FROM: None  
TO: None