

## District Court Construction Project Manager

Closing Date:	Open until filled
Office:	District Court - Engineering & Central Services Baltimore, MD
Salary:	\$77,552* <b>*Current State Judiciary Employees Only:</b> A salary offer for a <b>current state Judiciary employee</b> will be determined using the “Salary Practices for State Judiciary Employees”, found at <a href="https://www.mdcourts.gov/hr/salranges">https://www.mdcourts.gov/hr/salranges</a>
FLSA Status:	Exempt
Position type:	Regular/Full-time
Financial Disclosure:	Yes

### Essential Functions:

The main purpose of this position is to provide construction support to the Facilities Administration Office in the areas of new construction and maintenance/renovation projects. Extensive knowledge and experience in managing/overseeing inspection of construction including definition of project scope and contract requirements; schedule analysis and performance; principles and engineering; minimum applicable local, state, and federal design standards; local, state, state and federal permitting requirements.

- Coordinate agency review of construction progress; attend any and all progress meetings; represent agency needs at progress meetings; inform others of status; monitor DGS and contractor to ensure agency needs are met. Ensure change orders are appropriate and serve agency needs.
- Manage small in-house construction/renovation projects from beginning to completion; Establish project scope; coordinate contractors, designers, vendors to ensure scope is met.
- Write materials, repair, renovation/replacement specifications for maintenance projects.
- Review project program to ensure all aspects of project are addressed; review all design submissions; coordinate review comments with key individuals as appropriate.
- Review and comment on project plans; construction drawings; assistance with preparation and coordination of new design, review of design plans; serve on review boards; provide clear, concise and timely communication of input.

- Establish and maintain office project files; correspondence with vendors; construction personnel; architects, project managers; return project correspondences and phone communication; office work; filing; computer input; copying of plans.
- Provide technical engineering and construction management assistance to agency members and supervisors to ensure quality project is received. Assistance to include preparation and coordination of new design, review of designs by others.

**Education:** Bachelor's degree from an accredited college or university in a related field.

**Experience:** Five (5) years of work experience in construction management, plan review and working knowledge of facilities operations, design and construction.

**Note:** Applicants may substitute additional years of experience as defined above on a year for year basis for the required degree.

**Skills/Abilities:**

- Ability to communicate effectively with District Court personnel, building owners, project managers, architects, engineers.
- Ability to read and interpret construction/architectural plans/ technical design.
- Ability to work independently.
- Knowledge of existing building codes, Handicapped Codes (ADA)
- Ability to recognize and quickly learn changes in technical and regulatory requirements as pertaining to design and construction of capital projects.

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For full details and to apply, please visit: [www.mdcourts.gov/careers](http://www.mdcourts.gov/careers)