

DCAM-16-NC-0121
Temporary Staffing Services
Attachment J3

Aggregate Group C
Construction Division

AGGREGATE GROUP C

Construction Division

Project Management Office – Analyst

Duties and Responsibilities:

Conducts detailed analyses of complex functions and work processes of broad administrative or technical programs. Knowledge of policies, procedures, rules and regulations governing operations. Knowledge of the specific organization's programs and missions. Ability to analyze the impact of policies, procedures, rules and regulations upon agency goals and operations. Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency and productivity of assigned programs. Skill in applying generally accepted analytical and evaluative methods of involved field. Skill in applying procedures and approaches. Ability to identify innovation methods to resolve significant issues and achieve agency goals and objectives. To meet the needs of DGS Capital Construction Services and its client agencies the Project Management Office needs highly skilled staff with the requisition knowledge and experience to support the Project Managers and divisional leadership. The role of the Construction Analyst will be that of providing assistance to Project Management Staff in their duties and contract administration including:

- Review and process capital project documentation including, but not limited to; contracts, invoices, vendor CBE participation data;
- Analyze facts and circumstances involved in making recommendations for solving management and administrative problems within the limits of standards or acceptable practices;
- Coordinates the collection of data from project managers for special assignments for the division, and helps to ensure that all deadlines are met;
- Provide systems training for Prolog, Prolog Converge;
- Assist Project Managers and contractors with project data and/or documentation upload, reporting and Prolog access;

- Assist program staff with various project specific duties including review and analysis of monthly CBE data, corresponding pay applications, budget reallocations, re-programming's, direct voucher and expenditure re-class requests.

Job Requirements and Essential Skills:

- Minimum of ten (10) years' progressive experience in accounting, analysis and/or project management.
- Minimum of ten (10) years' experience in construction.
- Experience in database management.

Education:

- Bachelor's Degree in Finance, Accounting, Business or Public Administration.
- Equivalent combination of education, experience.

Project Management Office Scheduler

Duties and Responsibilities:

Experienced professional responsible for helping to develop and manage construction project schedules for the Capital Construction projects. Responsible for determining the logic and sequential order of critical project tasks and work with Project Managers to constantly review and update planned activities against actual activities. Schedule data is updated on a monthly basis and the scheduler must maintain a baseline schedule and current actual schedule. Provide guidance and training to Project Managers on an as needed basis and provides professional recommendations for enhanced scheduling procedures and processes.

Job Requirements and Essential Skills:

- Minimum of ten (10) years related experience.
- Minimum of ten (10) years progressive experience in accounting, analysis and/or project management.
- Advanced experience with P6 Primavera Software, schedule development and management.

Education:

- Bachelor's Degree in Business, Construction Management and Engineering.
- Equivalent combination of education and experience.

Project Manager

Duties and Responsibilities:

The Project Manager will be responsible for the Division's design and construction projects by coordinating project requirements with the client agencies, consulting firms, other DC agencies, contractors, and internal agency divisions. The position reports to a Cluster Manager. Specific duties include, but not limited to:

- Reviews and approves design and construction documents, work specifications and contract modifications.
- Directs and coordinates contract requirements and activities with DGS departments and District and federal agencies. Monitors work progress, work plans and specifications; ensures technical accuracy and completeness.
- Reviews and recommends approval of change order negotiations with construction contractors and consultants including both schedule and cost.
- Ensures all design and construction work is in compliance with approved plans, specifications and agency standards.
- Coordinates preconstruction and construction activities with various DC agencies and 3rd party contractors.
- Provides input in the design of educational facilities, recreational facilities, and various municipal facilities and recommends possible changes required to meet existing and projected needs for water distribution and sewer collection systems.
- Coordinates the move-in and move-out operations prior to commencement and at close-out of construction projects.
- Utilizes computerized software applications to establish construction work schedules and to ensure the timely completion of work and flow of information. Prepares schedules and budget estimates for project funding purposes.
- Recommends solutions and options to technical problems arising with contracts and ensures adherence to established policies and regulations.
- Defines the scope of work and job specifications for various projects, task orders and prepares cost estimates including direct and indirect costs. Prepares justifications for change orders.
- Participates in proposal and IFB evaluations and represents the DGS in negotiations.
- Presents and explains the Agency's position on technical questions and recommends or opposes approaches proposed by outside contractors or others.
- Provides direction to contractors regarding specific requirements, scheduling, safety measures, labor relations, and applicable wage regulations.

- Monitors and evaluates contractor performance at all stages to document progress, identifies problems and takes corrective measures.
- Performs other related duties and projects as assigned at the discretion of the Cluster Manager, Operations Manager or Deputy Director.
- Represent the agency at Community Meetings (ANC, SIT, etc.) and at regulatory board meetings (Zoning, HPRB, etc.)

Qualifications:

- Bachelor's degree in Civil Engineering, Architecture, Construction Management or related field from an accredited college or university.
- To include a minimum of eight (8) years of related progressive experience in which three (3) years of experience involved managing and overseeing design of construction projects; or equivalent combination of education or experience.
- Strong analytical, planning, and organizational skills.
- Must be able to demonstrate knowledge of the District of Columbia's regulatory review and approval process.
- Demonstrates ability to manage complex design and construction projects, direct work activities and evaluate contractor performance.
- General knowledge of municipal, education and recreational facilities.
- Ability to effectively communicate orally and in writing.
- Must be proficient utilizing computers and industry standard design, scheduling and management software programs.
- Excellent leadership and interpersonal skills.
- General office and field conditions

Assistant Project Manager

Duties and Responsibilities:

The Assistant Project Manager will assist with the Division's design and construction projects by coordinating project requirements with the client agencies, consulting firms, other DC agencies, contractors, and internal agency Divisions. The position reports to a Cluster Manager. Specific duties include, but not limited to:

- Monitors work progress, work plans and specifications; ensures technical accuracy and completeness.
- Reviews and recommends approval of change order negotiations with construction contractors and consultants including both schedule and cost.
- Ensures all design and construction work is in compliance with approved plans, specifications and agency standards.
- Coordinates preconstruction and construction activities with various DC agencies and 3rd party contractors.
- Coordinates the move-in and move-out operations prior to commencement and at close-out of construction projects.
- Utilizes computerized software applications to establish construction work schedules and to ensure the timely completion of work and flow of information. Prepares schedules and budget estimates for project funding purposes.
- Recommends solutions and options to technical problems arising with contracts and ensures adherence to established policies and regulations.
- Monitors and evaluates contractor performance at all stages to document progress, identifies problems and takes corrective measures.
- Performs other related duties and projects as assigned at the discretion of the Cluster Manager, Operations Manager or Deputy Director.

Qualifications:

- Bachelor's degree in Civil Engineering, Architecture, Construction Management or related field from an accredited college or university and three to five (3 to 5) years of related progressive experience in which two (2) years of experience involved managing and overseeing design and construction projects; or equivalent combination of education or experience.
- Bachelor's degree in Civil Engineering, Architecture, Construction Management or related field from an accredited college or university.

- To include a minimum of three (3) to five (5) years of related progressive experience in which two (2) years of experience involved managing and overseeing design of construction projects; or equivalent combination of education or experience.
- Strong analytical, planning, and organizational skills.
- Demonstrated ability to manage complex design and construction contracts, direct work activities and evaluate contractor performance.
- General knowledge of municipal, education and recreational facilities.
- Ability to effectively communicate orally and in writing.
- Must be proficient utilizing computers and industry standard design, scheduling and management software programs.
- Excellent leadership and interpersonal skills.
- General office and field conditions.

Estimator

Duties and Responsibilities:

This position is responsible for developing accurate and timely estimates for the Construction Services Group at DGS, with projects from \$100,000 to \$100 million plus to ensure that DGS has established an independent government cost estimate. Additionally review cost estimates submitted by contractors and other 3rd party consultants.

- Analyze and compile estimate data that impact the cost of labor, materials, equipment requirements, location and other factors to ensure a high quality and timely estimate.
- Review drawings, specifications and proposed project site conditions; record findings and solicit input from project managers to include in final project estimate.
- Analyze alternative solutions and construction methods for possible cost savings.
- Perform and review “take-off” quantities to ensure accuracy of data used in estimates.
- Perform and review project schedule.
- Utilize existing cost history as a check to complete estimate.
- Apply mathematical calculations requiring advanced analytical processes to ensure logically estimated costs are accurate.
- Present estimate and participate in bid reviews with senior management to ensure accuracy and completeness.
- Communicate with owners, subcontractors, public and private entities to ensure accuracy.
- Communicate estimate bid information to project manager at pre-construction meetings to ensure understanding of scope of job, schedule and critical means and methods of construction.
- Participate in and/or lead Design-build preconstruction services to ensure active projects stay within prescribe project budgets.
- Participate in and/or lead means and method discussions, being the catalyst to drive creative thinking and innovative ideas that distinguishes a successful project.

Qualifications:

- Bachelor’s Degree in Civil Engineering, Construction Management, Business Administration, or equivalent related work experience.
- Work Experience - 10+ years estimating experience in educational, recreational and municipal projects.

- Prior management experience required.
- Ability to estimating self-perform.
- Estimating experience in vertical construction, mechanical, electrical, structural work.
- Understanding of DC Laws and Regulations, including Procurement Regulations.
- Ability to work independently and prioritize multiple tasks under tight deadlines.
- Office and field work required.
- Proficiency with all MS Office products (Word, Excel, PowerPoint, etc.), and Primavera Scheduling software.
- Advanced knowledge of Estimating software.
- Advanced knowledge of construction principles and equipment capabilities.