
SUPERVISOR VII (PROJECT MANAGER) #8T2906 (EXTERNAL)(Job Id 9041)

Location: US:NH:CONCORD

Post Date: 04/28/2017

Category: PROFESSIONAL &
MANAGERIAL

Close Date:

Employment Type:

Salary: 59,987.000-81,952.000 USD

Description

Thank you for your interest in exploring career opportunities in New Hampshire State Government. Prior to clicking the "Apply Now" button above, it is important that you read the requirements for this position below. Please bear in mind that your education and experience must be relevant to the specific position you apply for. Complete your on-line profile including your employment history, education history, credentials, and contact information. You are encouraged to attach a copy of your current resume, however resumes will not be accepted in place of a fully completed application for employment. Original transcripts with a Registrar's signature and/or seal may be scanned and attached to your profile. Attachments made to your profile will be submitted with each application. If transcripts are required and are not attached to your profile, please forward copies of original transcripts with a Registrar's signature and/or seal, to the Human Resources office listed below referencing the Job Id you have applied to.

State of New Hampshire Job Posting
Department of Administrative Services
Bureau of Facilities & Asset Management
25 Capitol Street, Concord, NH 03301
Labor Grade 28
Project Management Supervisor
Position #8T2906

The State of New Hampshire, Department of Administrative Services, Bureau of Facilities & Asset Management has a full time vacancy for Project Manager Supervisor.

SUMMARY:

Supervise and manage the planning and design for all of Department of Health and Human Services (DHHS) building and district office spaces under the direction of the Department of Administrative Services (DAS) Bureau of Facilities and Assets Management's (BFAM) Administrator. Manage the relationships with users, staff, vendors and contractors to provide improvements to spaces occupied by DHHS.

RESPONSIBILITIES:

Oversees the programming, planning, design, scheduling, specification development and management of facility improvement projects. Acts as the liaison between the end users, as well as communicating schedules, deliverables and risks.

Supervises and manages new construction, renovation and relocation projects. Must be capable of managing multiple projects, priorities and all phases of a project lifecycle from the conceptual planning phase through substantial completion and occupancy.

Manages AutoCAD software licensing and operation, ensures the Department's programmatic needs are met and supervises other staff in the operation and training of AutoCAD.

Develops, manages and maintains professional working relationships with DHHS and other tenant agency management teams to support the needs of those agencies and supervises BFAM staff to provide required service to DHHS and other customers of DAS/BFAM.

Develops specifications for support from vendors and contractors.

Supports Bureau Administrator as directed in the estimating of Capital Improvement funded projects and long-term budget plans for required funding to support facility improvements and monitors actual project costs in comparison to budget plans. Acts as liaison for DHHS interests in Division of Public Works (DPW) managed construction projects.

Develops and manages DHHS furniture and equipment needs. Specifies needed requirements with state-wide furniture and equipment vendors to provide cost effective and efficient system furniture layout/installation plans as required for DHHS occupied facilities.

Supervises and manages the DHHS access control system. Manages, conducts and assesses on-going training needs for BFAM staff to maintain knowledge of changing technology.

Manages BFAM's Lakes Region Campus, supervises staff and oversees facility related activities and vendor contracts.

Recognizing that everyone we come into contact with is a customer; treat all with courtesy, respect and professionalism, striving to exceed customer service expectations.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university.

Experience: Seven years' experience in project management, plus four years in a supervisory or management level position involving administration, program planning and evaluation, business management or related management experience. If related to the program area, the supervisory or management experience will count as part of the seven years' total experience.

OR

Education: Bachelor's degree from a recognized college or university.

Experience: Eight years' experience in project management, plus four years in a supervisory or management level position involving administration, program planning and evaluation, business management or related management experience. If related to the program area, the supervisory or management experience will count as part of the eight years' total experience.

License/Certification: Valid State of New Hampshire driver's license is required.

SPECIAL REQUIREMENTS:

1. Must be familiar with building codes, ordinances, regulations and rules including but not limited to plumbing, electrical codes, NFPA Life Safety 101, ADA Regulations, International Building Code (IBC) and all other applicable codes as it pertains to construction and occupancy of all facilities.
2. Must be proficient with AutoCAD 2015 and be able to stay proficient with any upgrades in the software.

Employees may be required to pay an agency/union fee.

For further information please contact Andrew O'Sullivan, Administrator,

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andrew.o'sullivan@dhhs.nh.gov (603) 271-9508.

EOE

TDD Access: Relay NH 1-800-735-2964