

Champaign County Job Description

Job Title: Facilities Project Manager

Department: Physical Plant

Reports to: Director of Administration

FLSA Status: Full-Time, Exempt

Grade Range: J

Prepared Date: December 2025

SUMMARY

Responsible for managing construction projects from concept to completion, identifying and monitoring preventative maintenance, and inventory of all Physical Plant assets.

PRIMARY DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Plans, organizes, and coordinates county construction and remodeling projects.
- Coordinates the utilization of contract services providers in maintaining, repairing, and operating county buildings and facilities; prepares and oversees the development of bid specifications for county maintenance materials, and equipment.
- Coordinates the implementation of energy conservation initiatives and projects to reduce utility costs of county owned buildings; and recommends infrastructure upgrades, and space condition utilization to contribute toward sustainable facilities.
- Develops and maintains schedule for preventative maintenance procedures and completes maintenance records for all equipment.
- In coordination with the Maintenance Manager and the Building & Grounds Manager, recommends replacement of equipment whenever necessary and evaluates new equipment for its durability and value.
- Obtains cost estimates for supplies, parts and equipment repair; orders supply and maintains inventory of parts.
- Maintains records of completed maintenance and repair work.
- Maintains, audits, and updates Physical Plant asset list.
- Attends meetings with various departmental personnel, as requested by the Director of Administration, to plan and prioritize facilities projects.

- Assists with the preparation of the annual department budget and monitors spending throughout the year, informing Director of Administration of any budgetary issues.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

This job does not exercise supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE, SKILLS and ABILITIES

- Experience with public-sector construction projects preferred.
- Demonstrated knowledge of construction methods, materials, building codes, and safety regulations.
- Proven ability to develop, monitor, and manage project budgets and schedules.
- Strong contract administration skills, including experience with bidding, procurement, and managing contractors.
- Excellent written and verbal communication skills, with the ability to present information clearly to staff, contractors, board members, and the public.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in Construction Management, Civil Engineering, Architecture, Project Management, or related field; or six (6) years of progressively responsible experience in construction project management in lieu of a degree.
- Minimum of three (3) years of progressively responsible experience in construction project management, preferably including public works, parks, or municipal projects.

- Professional certifications such as PMP (Project Management Professional), CCM (Certified Construction Manager), or equivalent preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Driver's License; safe driving record; and proof of insurability.
- Security Clearance issued by the Champaign County Sheriff.

PHYSICAL DEMANDS

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Work requires sitting for long periods of time, standing and walking, and kneeling, crawling, bending, climbing stairs and ladders. May be called after regular working hours to respond to emergency maintenance and repair needs.

WORK ENVIRONMENT

The work is performed primarily in an office; and at various locations throughout the county. Work may expose employee to potential chemical hazards; potential biological hazards; and potential physical hazards. Work requires the use of safety clothing and equipment, and compliance with safety rules and procedures, as needed.

NOTICE

This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered “essential functions” to a particular job or position within the job class. “Essential functions are to be determined at the position or job level within the department.