

**ARLINGTON COUNTY, VIRGINIA  
HUMAN RESOURCES DEPARTMENT**

**CONSTRUCTION MANAGEMENT SPECIALIST III (Buildings)**  
Department of Environmental Services

Salary Range: \$47,049.60 - \$77,812.80 Annually

Announcement No: 5404-8A-DES-KE

Closing Date: 09/13/2007

*An Equal Opportunity Employer/Reasonable Accommodation upon Request*

Work Location: 1400 N. Uhle Street, Arlington \*METRO-accessible\*

**POSITION INFORMATION**

The primary responsibility of this employee will be to coordinate and manage renovation projects specifically for the purposes of improving the energy efficiency of County buildings, including any energy-saving performance contract agreement activities taking place in County facilities. Projects will span all energy end uses and controls, including lighting, HVAC systems, motors and drives, building envelopes, building automation systems, and renewables, as well as specialty end-uses (compressed air, heat recovery, laundries, etc.). Specific duties of the position include: managing the contract process, including the development of technical specifications and scope of work, the selection of contractors, and liaison with the purchasing office to create and finalize the contract; participating in pre-construction meetings and review of plans; scheduling project logistics; monitoring and approving project expenditures and signing purchase orders; monitoring progress, quality of workmanship, and contract/code compliance; performing final inspections of work before final payment; maintaining all records and documentation for all energy-related projects; providing technical expertise to other Construction Management Specialists with regard to energy-related components of facilities construction projects countywide; and supporting the Energy Program, the Facilities Management Bureau, and the goals of the Arlington Initiative to Reduce Emissions.

**SELECTION CRITERIA**

Online applications are required.

Minimum: Bachelor's degree in Architecture, Civil Engineering, Mechanical Engineering, Construction Management, or related fields, plus at least three years of experience in construction management or contract administration for building construction or renovation projects, including experience with projects to improve building energy efficiency.

Substitution: Additional qualifying experience may be substituted for the education requirement on a year-for-year basis.

Desirable: Preference may be given to candidates with one or more of the following: (a) Current Certified Energy Manager (CEM) credential; (b) project management experience in a local government environment; (c) experience supervising or coordinating the work of facilities maintenance service contractors; (d) LEED AP credential; and/or (e) extensive

experience managing building retrofit projects to improve energy efficiency.

**ADDITIONAL INFORMATION**

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted prior to 11:59 pm on the posted closing date.

To apply online go to [www.arlingtonva.us/pers](http://www.arlingtonva.us/pers), click on CURRENT JOB OPENINGS, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the selection process. Please call 703-228-0591 (voice) or 703-228-4613 (TTY).

ARLINGTON COUNTY  
HUMAN RESOURCES DEPARTMENT  
2100 Clarendon Blvd, Suite 511  
Arlington, VA 22201  
703-228-3500 from 8:00 am - 5:00 pm, weekdays;  
or e-mail [kedwar@arlingtonva.us](mailto:kedwar@arlingtonva.us)  
(no resumes to this e-mail address, please)

Posting Date: 08/31/07