

Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Mgr,Project 2	11951	96	06-06-2011

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

1. The incumbent is responsible for the construction of projects such as renovations/expansions, and new standard meetinghouses, or standard type buildings.
2. The incumbent reports to a director or Project Manager 3.
3. It is expected that the incumbent consistently meets and regularly exceeds performance metrics.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

1. Accountable for at least 12 major projects per year or more than 12 projects with a total construction value between \$30M and \$60M.
2. Acts as an Office Coordinator, Project Manager mentor as assigned.
3. May supervise up to 5 Project Managers, PM office clerks, or Project Missionaries.
4. Resolves all issues which may cause delays, add costs, or alter the program.
5. Thoroughly documents progress of the project with special attention to any deviation from the original basis of work.
6. Acts as a communication link between supervisor, local governments, architects, general contractor, and local leaders.
7. Supervises all phases of the work and assures that the project is constructed in conformance to every requirement of the construction documents.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

1. Requires a bachelors degree in Construction Management, Engineering, or Architecture
2. Requires 10 to 15 years of construction field experience including estimating, scheduling, and cost control.