

PROJECT MANAGER

DEFINITION

To perform a variety of professional and technical administrative and project management duties related to the City's capital improvement projects including project development, contract administration, and project oversight; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Project Manager class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and publish Requests for Proposal and specifications for a variety of public works construction projects; receive and review contract bids for compliance with City standards and specification requirements.

Supervise and coordinate the activities of consultants during design, bid document and specification preparation, and project implementation; develop and recommend awards of contracts; perform construction management.

Develop and implement plan check reviews and inspections of various projects for compliance with City standards; attend staff review committee and design review meetings; coordinate projects with community groups to ensure community support and understanding of each project

Identify funding sources for future projects; research grant opportunities; prepare and submit grant applications.

Coordinate and assist with the environmental review process (CEQA and NEPA) for assigned projects.

Engage community input by giving public presentations, designing and conducting surveys, responding to daily email and phone inquiries from the public.

Perform inspections during all phases of infrastructure and capital improvement construction projects for conformance with approved plans, specifications, contract provisions, and safe work practices in accordance with all applicable laws, codes, and regulations.

Participate in the development and administration of the Capital Improvement Program Budget; in collaboration with others, monitor approved budget, approve expenditures, forecasts additional funds needed for project implementation, and recommend adjustments as necessary.

Inspect, track, and evaluate contractor performance and progress according to industry standards.

Coordinate and conduct project status meetings with contractors and applicable City personnel; monitor project budget and schedule and provide status updates to staff and management.

Serve as liaison with contractors; receive and respond to questions before and during construction; monitor contractor performance and inspect projects to ensure work meets the standards and expectations of the City; receive and review contract changes.

Administer contracts and project requirements and standards in accordance with City policies and procedures; serve as liaison between City, contractors, outside agencies and regulators.

Coordinate and conduct project status meetings with contractor and applicable City personnel; monitor project budget and schedule and provide status updates to staff and management.

Review and process contractor invoices, schedules, and submittals and recommend payment.

Participate in a variety of special studies and projects involving the collection and analysis of technical data and preparation and presentation of findings and recommendations.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of construction management.

Terminology, methods, practices and techniques used in technical civil engineering and/or landscape architecture work.

Pertinent local, State and Federal laws, codes, ordinances, and rules including but not limited to The California Environmental Quality Act (CEQA), the Americans with Disabilities Act, and similar requirements.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Principles and practices of planning and engineering including the design, construction, and maintenance requirements of capital improvement projects.

Capital Improvement Program budgeting and funding practices.

Research methods and sources of information related to the construction of public improvement projects.

Project management principles and practices.

Principles of engineering and/or landscape architecture as applied to the mechanics of design and building construction.

Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.

Principles and practices of technical report writing and data presentation.

Construction materials and methods.

Ability to:

Develop and implement community engagement programs and processes; respond to questions and/or comments and concerns from the public; keep the public up to date on the status of project planning and project construction.

Administer construction projects in various phases of completion while ensuring deliverables meet City standards and specifications, project budgets, and timelines.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Examine plans, specifications, designs, cost estimates, and legal descriptions for a variety of capital improvement construction projects.

Develop and administer contracts for professional services in a public agency setting. Interpret and explain City and department policies and procedures.

Prepare specifications, plans, Requests for Proposal, and other technical documents.

Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, and procedures.

Understand and communicate basic technical engineering information to others.

Create accurate reports and documents.

Perform research of needed engineering and related data.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible construction management and administration experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, architecture, landscape architecture, construction management, or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.