

SENIOR PROJECT MANAGER

DEFINITION

To perform professional and technical advanced administrative and municipal project management duties requiring specialized knowledge; to organize, assign and review the work of assigned staff engaged in conducting capital improvement projects including project development, contract administration, and complex project oversight; and to provide highly responsible support to assigned management.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the professional Project Manager series. Incumbents at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal Engineer and Public Works Director.

Exercises technical and functional supervision over assigned professional staff.

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

Plan, prioritize, and review the work of staff assigned to a variety of professional and technical tasks including CIP project planning, analysis, design, construction, plan checking, inspections, special studies, and issuance of special reports.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Manage construction of capital projects including inspection, contract administration, project budget and claims avoidance; assist with the selection and oversight of outside consultants.

Perform professional and technical advanced municipal project management duties including prepare reports, initiate, design and conduct studies, prepare estimates for new or modified services and facilities as well as long-range City maintenance and capital improvement needs; 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.

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

Participate in evaluating the activities of staff, efficiency of current process and procedures and recommending improvements and modifications.

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 and apply for grant opportunities; prepare and submit grant applications, ensuring compliance with requirements of funding agencies.

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.

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

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 technical and functional supervision and training.

Principles and practices of public works, construction management, facility design, and municipal capital improvement.

Terminology, methods, practices, and techniques used in technical civil engineering, project management, 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:

Perform the most complex duties related to capital improvement project management.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

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.

Perform a full range of responsible advanced professional level analytical, programmatic, and administrative duties in support of assigned programs, functions and/or department involving the use of independent judgment and initiative.

Make presentations of ideas and recommendations to City Council, other boards, commissions, and the public.

Negotiate solutions to complex planning or organizational problems.

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.

Recommend and implement goals, objectives, policies, and procedures for providing assigned program services and activities.

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:

Three years of responsible journey experience similar to a Project Manager with the City of Healdsburg.

#### 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.

Possession of Project Management Professional (PMP) Certification or other professional project management certification is desirable.