



PROJECT MANAGER JOB DESCRIPTION

DEFINITION

Under limited supervision, this position performs a wide range of management functions to deliver assigned projects. Typical functions include, but are not limited to planning, development, scheduling, budgeting and implementation of assigned projects. The position plans, coordinates, administers and manages multiple Capital Improvement Projects (CIP), complex specialized projects or programs as assigned. This position also provides administrative, professional and technical assistance to the Department Director, staff and members of the public as required.

SUPERVISION RECEIVED AND EXERCISED

Reports to Assigned Manager. Collaborates with, directs and evaluates the work of consultants, contractors, professional, technical, administrative and field staff as required by the various assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties include, but are not limited to, the following:

- Leads, coordinates, schedules, budgets and reviews activities of the Capital Improvement Project team, support staff, consultants and contractors.
- Plans, organizes, administers, and coordinates the implementation of Capital Improvement Projects, or other City projects.
- Participates in the selection of staff, consultants and contractor for participation on project teams.
- Prepares and may present a variety of periodic progress and special reports related to projects and activities.
- Confers and negotiates with stakeholders, business owners and property owners relative to the project impacts, potential right-of-way acquisition and improvements; may draft contract language and performance specifications.
- Represents the City in meetings with representatives of governmental agencies, professional, business, and community organizations and the public.
- Reviews cost estimates, interprets plans and specifications for contractors, and determines contractual compliance.
- Responds to questions or complaints related to project activities or policy.

- Conducts contract bid openings, including review and approval of bid documentation, preparation and analysis of bid summaries.
- Exercises sound, independent judgment in the day-to-day administration of specialized or complex projects and activities.
- Closely coordinates with project or program stakeholders, consultants, contractors, city council, and project team.
- Responsible and accountable for the delivery of project on time, within budget, and with excellent customer service.
- Inspects job sites and respond to residents' complaints/requests. Recommend feasible solutions to issues.
- Responds to inquiries from the public and provides technical information to outside agency staff, City Council and the public.
- Prepares comprehensive technical and staff reports in verbal and written form to commissions, Task Forces, City Council and other agencies as required.
- Provides and maintains data in the City's asset management and geographic information systems.
- Prepares and manages the application of federal, state and local grant funding sources.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Administrative principles and practices, including goals and objectives development, work planning and employee supervision.
- Principles, practices, and techniques of project administration, including monitoring and evaluation.
- General knowledge of civil engineering, and/or landscape architecture and/or architecture and capital improvements.
- Basic budgetary principles and practices.
- Team leadership and facilitation principles and techniques.
- Applicable codes, ordinances, regulations, guidelines and standards, such as the Americans with Disability Act, Manual of Uniform Traffic Controls, Public Contract Code and prevailing wage laws relating to City projects.
- Current Safety practices.
- Construction materials, methods, and equipment.
- Grant applications and execution.

Ability to:

- Plan, organize, assign, review, and direct the work of project team members.
- Organize work, set priorities, establish goals and objectives, and exercise sound independent judgment within established guidelines.

- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- Prepare advanced level, clear and concise staff reports, correspondences, and written materials.
- Represent the City and department in meetings with public agencies and others.
- Interpret and apply complex rules, regulations, laws, and ordinances.
- Make persuasive oral presentations of ideas and recommendations.
- Work effectively with developers, contractors, engineers and their representatives.
- Proficiently work in Microsoft Outlook, Word, Excel and PowerPoint.
- Working knowledge of MS Project, AutoCAD, and ArcGIS.
- Supervise the preparation of engineering records and technical reports.
- Manage by example: maintain high standards of professionalism and performance.
- Work collaboratively with colleagues to support the City's mission and goals.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is listed below.

Experience:

- Six (6) years of project management or contract administration experience in public or private sector for capital improvement projects, preferably for public infrastructure related projects.
- Two (2) of the six (6) years are preferred to be in the position of supervising staff, consultants and/or contractors

Education:

- Possession of a Bachelor's degree from an accredited college or university with major course work in engineering, architecture, planning, business, finance, public administration, or a closely related field.

Certifications Preferred:

- Professional certification in project management (PMP), engineering (EIT/PE), architecture, or planning (AICP).

License Required:

- Possession of a valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL REQUIREMENTS:

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in evenings or on weekends with indoor conditions and regularly works near video displays. The employee works in outdoor environments as needed and is exposed to outside weather conditions and uses personal vehicle. The noise level in the work environment is usually moderate.

OTHER:

FLSA Status: Exempt
Bargaining Unit: N/A
Approved by: City Manager McCann
Date: February 3, 2017