



CLASSIFICATION SPECIFICATION PROJECT MANAGER

JOB SUMMARY:

Under general supervision, the Project Manager supervises public works construction projects, supervises and participates in the inspection of new and modified infrastructure and building projects, obtains and reviews project proposals, and ensures project proposals, construction, budgetary measures, and administrative procedures comply with all contractual terms, applicable laws, codes, ordinances and regulations. For infrastructure projects this will include, but not be limited to traffic signals, paving, concrete flatwork, sidewalks, curb and gutter, storm systems, and sanitary sewer. For building projects this will include, but not be limited to building, plumbing, mechanical, and electrical codes. Also performs related work as required.

CLASS CHARACTERISTICS:

The Project Manager oversees public works construction projects of varying scopes and complexities, obtains and reviews contractor proposals, ensures project costs fall within budgetary guidelines, and performs related technical and administrative duties as required. This class differs from a Senior Civil Engineer in that the incumbent performs complex construction management for capital projects heavily focused on the construction phase of project delivery and related issues.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Obtains contractor proposals for City projects and insures completion of work.
- Prepares and/or reviews bid specifications for City projects.
- Conducts field inspections on infrastructure projects, including but not limited to traffic signals, paving, concrete flatwork, sidewalks, curb and gutter, storm systems, and sanitary sewer to ensure compliance with federal, state and local codes, ordinances, and regulations.
- Ensures that buildings and infrastructure are constructed in accordance with approved plans, specifications, safety requirements, and industry standards for quality workmanship.
- Inspects the quality of construction materials and the appropriateness of methods utilized.
- Inspects existing buildings and infrastructure for hazardous conditions, structural failures, and/or other related problems.
- Informs builders, contractors, and/or property owners of code violations.
- Administers contracts for the repair, modification, and construction of city buildings and infrastructure.
- Prepares estimates and schedules for Capital Improvement Projects.
- Prepares reports relating to projects under construction.
- Participates in the development, oversight, and monitoring of project budgets.
- Reviews and approves project expenditures and contractor invoices.
- Supervises and trains subordinate staff members and inspectors.
- Negotiates the terms and costs of contract change orders.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods, techniques, materials and equipment used in construction and architectural design.
- Construction of public work projects, including but not limited to buildings, streets, drainage systems, sewers, and parks.
- Commercial, industrial, residential and/or infrastructure construction, including but not limited to traffic signals, paving, concrete flatwork, sidewalks, curb and gutter, and storm and sewer systems.
- California Title 24 and Department of Transportation (DOT) standards governing disabled accessibility requirements pursuant to the Americans with Disabilities Act (ADA).
- Field engineering and architectural finishing techniques including surveying, inspection, and construction practices.
- Uniform Building Code and California Building Code.
- Applicable federal, state and local laws, rules and regulations.
- Safe work practices and procedures.
- Report writing, including proper format, word usage, spelling, grammar, and punctuation.
- Modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Effective customer service techniques.

Abilities to:

- Read and interpret construction documents, plans/drawings, specifications, blueprints, and codes.
- Inspect a variety of public works projects.
- Effectively use survey equipment.
- Perform technical calculations and cost estimates.
- Interpret and apply federal, state and local laws, rules and regulations.
- Prioritize work and meet deadlines.
- Perform fieldwork and follow safety procedures.
- Work independently with minimal supervision.
- Perform work requiring accuracy and attention to detail.
- Prepare and maintain clear and concise records and reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with City employees, contractors, consultants and the public.
- Provide effective customer service.

Skill in:

- Reading, writing and communicating at an appropriate level.
- Using a personal computer and applicable software applications.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Graduation from an accredited college with an Associate's degree or 60 semester units or the equivalent of college level coursework in Construction Management, Civil Engineering, Architectural Design or a closely related field.
- Ten years of recent, paid work experience in public works, heavy civil or large commercial construction, which has included scheduling, coordination, inspection and cost estimating duties.
- Five years of increasingly responsible project management experience delivering local government heavy civil and/or large commercial projects.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.
- Possession of American Public Works Association (APWA) Certification as a Public Infrastructure Inspector is desired.

PHYSICAL DEMANDS:

Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, crawling and bending. This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment.

WORK ENVIRONMENT:

Work is generally performed outdoors in a field setting and indoors in an office environment. When working in the field, the incumbent may be required to use safety gear and follow appropriate safety procedures. May be occasionally required to work weekends and evenings.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: December 3, 2019