



PROJECT MANAGER

DEFINITION

Under general direction, organizes, supervises and coordinates public works capital improvement projects; represents City and serves as liaison with architects, engineers, contractors, city departments and community groups; performs complex professional work in contract and compliance management.

SUPERVISION EXERCISED

May supervise subordinate professional and para-professional staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public and staff, both in person and over the phone, providing construction, renovation and rehabilitation information and explaining procedures.

Prepare Requests for Proposals, bid specifications and related documents; monitor, administer and manage contracts ensuring compliance with local, state and federal laws and regulations.

Analyze responses to Request for Proposals and prepare staff reports with recommendations for City Council review.

Work with architects, engineers and contractors in the design of facilities and public improvements; monitor work performed in the field and issue correction notices as needed; prepare change orders as needed.

Resolve conflicts with architects, engineers, contractors, community groups and individuals; take action to alleviate citizen complaints

Supervise, train and evaluate subordinate staff providing technical guidance in public works project construction.

Prepare and manage project budgets; approve expenditures.

Participate in the development of departmental goals, objectives, policies and procedures; recommend and implement changes in construction systems and procedures.

Gather and analyze data and prepare a variety of studies and reports.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles of budget and contract administration, managements, systems and procedures.

Principles of public bidding process and procedures.

Principles and practices of employee supervision, training and evaluation.

Applicable Federal, state and local laws, codes and regulations, including electrical, building and plumbing codes.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Plan, coordinate and perform project management and contract administration.

Collect and analyze information, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to construction and contract administration.

Analyze complex issues and develop and implement appropriate responses.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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



BA/BS in public administration, business administration, construction/project management or related field and five (5) years experience in project management. MA/MS desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

