



Senior Public Works Project Manager

Definition

Under general direction of the Capital Improvement Program (CIP) Manager, the Senior Public Works Project Manager assists in the supervision, planning, and implementation of the City's Capital Improvement Program, serves as project manager for complex projects, reviews and administers projects within the Program, provides written project analyses; performs community outreach and education; may supervise and provide technical and functional direction to CIP staff; and performs related work as required.

At any given timeframe, this job class may be responsible for one or more projects, or assigned aspect(s) of a larger project, of varying scope, diversity, and complexity.

Supervision Received and Exercised

May direct and supervise assigned staff and consultants, including project managers and their respective projects.

Class Characteristics

This is the advanced-level class in the project management series with responsibilities spanning the entire spectrum of the project management function, with a primary emphasis on complex current and long-range projects, as well as providing assistance to the CIP Manager on administration of the overall Capital Improvement Program.

This class is distinguished from the CIP Manager in that the latter has management responsibility and oversight of all CIP projects, and the CIP program as a whole.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Work with the CIP Manager and other staff to develop and implement the City's CIP; Provide supervision, direction, and training for Project Managers at lower classifications, and qualitative reviews of active projects at all phases of the work.

Assist in the development and application of City project delivery policies, following general guidelines or professional and administrative standards in accomplishing assignments.

Manage City projects including the planning, design and construction of buildings, parks, streets, utilities, and other facilities owned and operated by the City.

Proactively evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare reports of operations and activities.

Timely prioritize and direct the work of project assignments and be responsible for quality, schedule, and cost control; work closely with the supervisor to coordinate project work.

Regularly report to supervisor and others in the City organization on the status of projects and other assignments.

Perform project management activities which achieve, but are not limited to, planning, establishing, and executing project performance and design objectives, schedules, and budgets; regulatory compliance; process and project documentation; reporting the status.

Evaluate the work effort required for project and identify the resources to provide that work effort; prepare and execute plan to retain required staff and/or consultant skills.

Hire and supervise consultants retained to provide particular expertise for project studies, programming, development, design or management; participate in, or manage the selection, hiring, and development of contracts with consulting firms; negotiate contracts with outside consultants; act as owner's representative for the City in directing consultants.

Plan and assist others in establishing project schedules and milestones; prepare and communicate schedules and report on progress of project activities; develop critical path or project flow diagrams to plan, set and evaluate progress on project tasks; timely communication of deviations from project schedule and propose alternatives to align project activities with planned schedule.

Plan and assist others in establishing project budgets; track and report on project expenditures; timely communication of deviations from project expenditure plan and propose alternatives to align expenditures with budget.

Coordinate with City Attorney's Office on the preparation and review of required contract documents.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, materials, and equipment; monitor and control expenditures.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Oversee the preparation of project technical reports and design for approval/acceptance.

Perform the contract administration activities which include, but are not limited to, plan and specification preparation and reviews, contract preparation and execution, contract change order approval, payment approval, dispute resolution, acceptance, and bond release approval.

Assist in the monitoring of engineering aspects of facility start-ups. Ensure project start-up plans and required documentation are completed and coordinated with GIS/IT, Operations and Maintenance Department personnel.

Prepare project staff reports and make presentations for City Council and advisory bodies.

Participate in the selection of staff; plan, prioritize, assign, supervise and review the work of assigned staff; provide or coordinate training and staff development opportunities; work with employees to correct performance deficiencies; implement disciplinary procedures.

Perform related duties as required.

Qualifications

Knowledge of:

Principles and practices of civil engineering, architecture, landscape architecture, capital improvements and design-build project delivery.

Principles and practices of project management. Principles and practices of management and supervision.

Contract negotiation and administration; conflict resolution techniques.

Principles of budget development and monitoring including development of control measures to remain within budget.

Principles and techniques for persuasive presentation of ideas and concepts in both oral and written formats.

Principles and practices of effective community outreach during pre-construction and construction.

Principles and practices of environmental requirements and permitting.

Ability to:

Prepare and administer project budgets; negotiate and administer a variety of contracts.

Develop and maintain positive relationships with community leaders, organizations, businesses, and staff; coordinate a variety of projects and activities inter- departmentally and with outside agencies.

Plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.

Analyze and solve problems of a complex nature; analyze complex technical and administrative information and problems, evaluate alternative solutions, and recommend or adopt effective courses of action.

Supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures.

Maintain knowledge of and adherence to Federal, State and Local safety standards.

Communicate effectively and persuasively in both oral and written format.

Speak in large and small group settings, conduct staff meetings. Prepare and analyze comprehensive reports.

Exercise sound independent judgment within general policy guidelines.

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

Education and Experience

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

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, architecture, landscape architecture, construction management or a related field. Five years of increasingly responsible experience in project management work involving public works projects and facilities, including three years at a supervisor level or leading exceptionally complex projects. Experience managing large, complex, and multi-faceted projects is highly desirable.

Licenses and Certifications

Possession of a valid Certificate of Registration as a Professional [Civil] Engineer or Licensed Architect in the State of California is highly desirable. Possession of a valid California Class C Driver's License is required.

Working Conditions

May be required to attend Commission/Committee/Council or community events meetings outside of regular work hours.

FLSA: Exempt
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