



Project Manager – Green Building

Summary

Administer and manage various public works architectural, engineering, and related capital improvement projects for the City of Petaluma while providing specialized expertise pertaining to “green building” requirements and opportunities to achieve environmental sustainability and energy efficiency.

Class Characteristics

Direction is provided by the Engineering Manager. The incumbent provides technical and administrative support by performing and directing studies, analyzing proposals, and coordinating assigned capital improvement projects. Although staff supervision is not the preponderant role of a position in this class, an incumbent may directly or indirectly supervise subordinate professional, technical, and/or support services positions as an ancillary duty.

This class can be distinguished from the Engineering Manager class because the incumbent in the latter class has full operational management responsibility for the staff and activities within a Public Works division. In contrast, an incumbent in this class performs a variety of professional and technical duties that emphasize the administration and management of projects rather than departmental operations.

Essential Duties, Skills, and Demands of the Position

The duties, skills and 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 individuals with a disability to perform the essential duties, skills and demands.

Duties:

Administer and coordinate public works architectural, engineering, and capital improvement projects, including those designed to achieve environmental sustainability and energy efficiency; plan, organize, and execute project activities.

Work with project architects, engineers and other staff to identify “green building” options; research green building alternatives and perform cost/benefit analyses; investigate and analyze the full scope of short and long term advantages to green building opportunities.

Develop proposals and recommendations regarding options for increasing project environmental sustainability and energy efficiency; develop informational and educational materials to inform others about green building opportunities.

Coordinate with project staff to obtain LEED (Leadership in Energy and Environmental Design) or other green building certification for projects as appropriate.

Serve as a liaison between various parties to coordinate project design and/or construction activities; facilitate, coordinate and direct the preparation of project plans, specifications, and estimates.

Participate in departmental short and long range planning activities as assigned.

Prepare written and oral project communications, both internal (to peers, management staff, the City Council and other departments) and external (to project participants, regulating agencies, committees and the public).

Prepare, track, monitor, and administer project budgets and grant funding allocations; estimate project costs; implement cost controls; maintain budget balances; record change orders and project overruns; maintain and prepare records of expenditures.

Arrange, coordinate, and participate in meetings between project participants, principals and other parties; serve on committees, task forces and work teams; provide staff support as assigned; research and report on issues; create agendas and informational materials; take, prepare and provide minutes/notes.

Establish, coordinate, and maintain project schedules; identify critical tasks and lead times; distribute updates and related documents; monitor project status, working with contractors and other participants to keep project on schedule.

Compile and edit project specifications in preparation for bid development; prepare public documents; lead pre-bid meetings; evaluate responsible and responsive proposals and participate in the contractor selection process.

Review, negotiate, prepare, and administer contracts and agreements related to assigned projects.

Coordinate with other department staff to initiate and submit grant applications for new capital projects.

Prepare a variety of reports, recommendations, contracts, agenda packets, memoranda and other documents pertaining to assigned functions; make presentations to City officials, management, employees, contractors, other public agencies, advisory bodies, and the community.

Respond to inquiries and provide information regarding assigned project activities and related department matters.

Supervise assigned professional, technical and/or support employees; select, assign, direct, monitor and evaluate staff work; provide training to employees and assist them in their development.

Conduct special studies on a wide variety of project-related issues.

Monitor and evaluate the City's compliance with various ordinances, codes and applicable laws; report issues of non-compliance.

Review operational conditions in the field as necessary.

Review environmental impact and other reports for compliance with City policies, rules, and regulations.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, and coordinate major capital improvement projects in a complex environment.

Comprehend, interpret and apply complex laws, ordinances, codes, regulations, standards and requirements pertaining to architectural, engineering and construction activities.

Interpret and apply complex state laws pertaining to energy efficiency and greenhouse gas emission reduction.

Organize work, set priorities, establish goals and objectives and exercise sound independent judgment within established guidelines.

Prepare complex narrative and statistical reports and make persuasive oral presentations of ideas and recommendations.

Deal constructively with conflict and develop effective solutions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with both abstract and concrete variables.

Effectively represent the department to elected officials, City executives, businesses, the public, and others.

Utilize standard business applications such as Microsoft Windows, Outlook, Word, Excel, Power Point, and Publisher.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical and Work Environment Demands:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

QUALIFICATIONS

Knowledge of:

Basic architectural, engineering and construction principles and practices pertaining to green building.

Options for maximizing human and environmental health, sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality when

implementing capital improvement projects.

The standards, criteria, benchmarks, and requirements set forth by the United States Green Building Council (USGBC) for obtaining LEED (Leadership in Energy and Environmental Design) certification on construction projects; the steps and actions required for a municipal public works department to obtain LEED certification for capital improvement projects.

Principles and practices of architectural, engineering and construction project administration including project planning, communications, budgeting, cost/benefit analysis, financial tracking, proposal development, contractor selection and contract management.

Standard business computer applications including Microsoft Windows and Office.

Principles and practices of supervision and leadership.

General construction materials, methods and equipment.

Safety practices pertaining to the work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A bachelor's degree in architecture, environmental studies, construction management or a related field.

Experience:

Four years of increasingly responsible experience coordinating and administering architectural, engineering or construction capital projects, including at least one year of experience coordinating LEED or similar green building certification processes. Experience with municipal or other public sector capital projects is highly desirable.

Certifications/Licenses:

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

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