



Project Manager

Summary

Plan, organize, execute, and coordinate various capital and maintenance programs and projects for the City of Petaluma.

Class Characteristics

General direction is provided by the Engineering Manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

This position will provide technical and administrative support to the Engineering Manager to perform and direct studies, analyze proposals, and manage capital and maintenance projects.

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:

Plan, coordinate, and manage engineering and construction of capital and maintenance projects.

Assist the Engineering Manager in establishing goals and policies. Coordinate with other City departments to perform short and long range planning to ensure accomplishing these goals.

Establish and maintain close cooperation with appropriate public and private organizations, departments, agencies, and individuals involved in department activities.

Negotiate, prepare and administer contract and agreement related to capital and maintenance projects and programs.

Prepare, track, monitor, and administer project budgets and grant funding allocations. Provide monthly record of expenditures to Engineering Manager.

Develop agreements with public agencies and appropriate private parties for capital projects.

Coordinate with Budget & Grants Project Manager, to initiate and submit grant applications for capital and maintenance projects.

Prepare and present a variety of reports, recommendations, contracts, agenda packets, and memoranda relating to department matters, to the Engineering Manager, other public agencies, advisory bodies, and the community.

Respond to inquiries and provide information regarding department project activities, and other related matters. Attend meetings; serve on committees as assigned.

Provide direction and guidance for the work of technical and support staff as needed and assist as needed in their job training and development.

Coordinate civil engineering contract design and/or construction activities.

Prepare or direct the preparation of plans, specifications, and estimates pertaining to construction, maintenance, and operation of municipal facilities and equipment.

Project Manager

Research and investigate, make recommendations on civil engineering problems; provide technical support in the updating of civil engineering elements of various city projects.

Prepare and review plans, designs and specifications for Capital Improvement program.

Research and recommend general civil administration policies and procedures. Conduct studies and prepare reports on civil engineering issues.

Ensure the City's compliance with various ordinances, codes and applicable laws; review operational conditions in the field.

Review civil engineering elements of environmental impact reports for compliance with City policies, rules, and regulations.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, and implement major capital and maintenance programs with multiple projects in a complex environment.

Comprehend and interpret difficult analyses, laws, ordinances and regulations, and prepare and present reports.

Deal constructively with conflict and develop effective solutions.

Exercise sound, independent judgment within established guidelines.

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

Prepare own staff reports and effective presentations to elected officials, the public, City executives, businesses, and other agencies utilizing MS applications such as Word, Excel, Power Point, and Publisher formats.

Communicate effectively both verbally 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:

Principles and practices of Civil Engineering.

Current developments on facilities and infrastructure management practices.

Principles and practices of sound financial and contract management.

Computer application such as Windows 2000 and Microsoft.

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 public or business administration or a closely related field.

Experience:

Five years of increasingly responsible experience in the management, development, and completion of capital and maintenance improvement programs and projects, preferably at the project management level.

Certifications/Licenses:

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

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