

**City of San Rafael
Job Class Specification**

Job Title: Senior Project Manager

SUMMARY

The Senior Project Manager will, under general direction of the Director of Public Works, plan, organize, and supervise activities for design and construction of projects within the City of San Rafael, focused on facility construction, modernization, maintenance, and repair. This position will act as liaison between the City, stakeholders, architects, engineers, and contractors to assure the authorized projects are accomplished in accordance with approved policies and procedures; ensures that projects stay within budget, conform to established schedules and project modifications are carried out without delay.

DISTINGUISHING CHARACTERISTICS:

This position exercises substantial initiative, independent judgement and expertise in overseeing the design and construction of City projects. This is an exempt mid-management position reporting to the Director of Public Works and has supervisory/management responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Plans, organizes, directs and controls all parts of projects from concept through design and construction to the closeout of project contracts.
- Prepares and monitors project budgets, including support for obtaining funding.
- Coordinates work of a multi-disciplinary development team across organizational boundaries, including design architects and construction professionals.
- Controls project cost and schedule. Reviews change orders.
- Makes presentations to the City Council, public, and other stakeholders to inform them of the project progress.
- Ensures that contractors are maintaining safe work sites and that the needs of the staff at each project are being protected.
- Ensures timely closeout of projects by working with the architects, contractors, construction managers, inspectors, regulating authorities, and others to resolve punch list items and other final activities

Knowledge of:

- Technical aspects of architectural, civil, mechanical, electrical, structural and geotechnical engineering design and specifications.
- Financing, estimating and budgeting, including planning and estimating, calculating overhead, design and construction costs. General knowledge of various funding sources and restrictions.
- Regulations and regulatory agencies and commissions affecting planning, zoning, design and construction.
- Requirements of final bid packages.
- Construction management techniques and practices.

- Knowledge of move management and purchase of furniture, fixtures and equipment.
- Americans with Disabilities Act Accessibilities Guidelines (ADAAG), and California accessibility requirements that are in Title 24 of California Code of Regulations.

Ability to:

- Schedule and budget capital projects; monitor and track project progress and expenditures and implement cost controls.
- Use computer-based project management systems.
- Work effectively in a team environment; negotiate and resolve contract disputes; maintain client contractor relationships; and communicate effectively with the public, community groups, other City departments, agencies, and private contractors.
- Supervise, prepare, or participate in the design and production of final architectural contract documents for a wide variety of small construction and maintenance projects.
- Plan and organize; analyze and solve problems; make judgment on all decisions; and deal effectively with government officials.
- Strong verbal and written communication skills.
- Ability to work as part of a City-wide team.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Baccalaureate degree (B.A. / B.S.), with major coursework in architecture, engineering, or project management **AND** ten years of responsible experience in design and construction of public facilities greater than \$10 million. Working understanding of, and experience in, AutoCAD computer drafting; scheduling software (Suretrak and/or P3).

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid CA driver's license required. Registration as a licensed architect or engineer in the State of California is desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to prepare clear and comprehensive written reports and correspondence. Ability to communicate effectively, both verbally and in writing.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

REASONING ABILITY:

Ability to deal with problems involving several variables in construction related situations. Ability to interpret a variety of instructions and reports furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; walk on uneven surfaces; stoop, kneel or crouch. The employee may regularly lift and/or move up to 25 pounds and Shelton5413occasionally lift and/or move up to

50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but occasionally loud.

FLSA Status: Exempt
Prepared By: Bill Guerin, Director of Public Works
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