



An Equal Opportunity Employer

## **PROJECT MANAGER**

**SALARY: \$5,841 - \$7,100/Mo.**

**(PERS Retirement Plan – Formula determined by PERS depending on candidate's new or prior PERS enrollment)**

Under general direction, assists the Engineering Division Manager in managing the City's Capital Improvement Program; applies for grants; issues construction and overload permits; assures environmental compliance; and provides assistance to the public related to Public Works issues.

### **ESSENTIAL JOB DUTIES**

Capital Improvement Program – Works with Public Works Director/ City Engineer, and other divisions and departments to determine capital improvement needs; develops preliminary project concepts; develops project cost estimates; prepares Capital Improvement Program worksheets and vicinity maps; and generally monitors Capital Improvement Program implementation.

Project Management – Prepares requests for proposals for consultant selection; assists in evaluating Public Works project proposals; performs contract administration of Public Works projects including the technical review and approval of projects plans, designs, specifications, and construction; prepares and monitors project schedules; performs simple designs and requisite calculations; writes specifications and special provisions for public works projects; prepares project cost estimates; advertises projects for bidding purposes; conducts bid openings; and prepares City Council reports recommending award of contracts.

Construction Management – Issues Notices to Proceed for construction contracts; prepares, monitors, and amends contracts as necessary; prepares const change orders; provides inspection as necessary to assist the Public Works Inspector; prepares and issues progress payments; provides guidance to contr and consultants; coordinates activities of consultants hired for construction staking, soils compaction testing, and other testing as necessary; and prepare Notices of Completion.

General Responsibilities – Assists in Engineering Division functions including the issuance of construction permits, overload permits, preparing grant applications, and plan checking for development projects; provides assistance to general public by responding to questions regarding City- or development-related projects, or directing them to the proper department or other agency; prepares special surveys, reports, and City Council reports; and monitoring environmental compliance for various Public Works activities.

### **KNOWLEDGE AND SKILLS**

#### Knowledge of:

Engineering and construction principles and practices as applied to Public Works projects; methods and techniques used in the preparation of Public Works project designs and related plans, specifications, and cost estimates; familiarity with Standard Specifications for Public Works Construction; and safety requirements on construction sites.

#### Skills/Abilities to:

Communicate well both verbally and in writing; work well and communicate well with City personnel, other agencies, consultants, contractors, and volunteers; work tactfully and effectively with City Council Members, Committee and Commission members, engineering professionals and paraprofessionals, and members of the community; demonstrate creativity and initiative in pursuing grant programs; enlist community input and support; and have a good working knowledge of computers. Familiarity with Microsoft Excel and Word for Windows is essential. Familiarity with PowerPoint and Microsoft Project, or the ability to learn, is desirable.

#### Working Conditions:

In the performance of daily activities, this position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending; the ability to push, pull, drag and/or lift up to 50 pounds; normal manual dexterity and hand/eye coordination; repetitive hand and wrist movement using a computer keyboard and mouse; corrected vision to normal range; acute hearing; written and oral communication; use of standard office equipment such as computers, telephones, copiers, calculators and facsimiles; frequent contact with other staff and the public; may be exposed to severe weather conditions such as high wind, rain, and other outside conditions.

### **EDUCATION AND EXPERIENCE**

High school graduation or G.E.D. required. Any combination of college education and experience in engineering and/or construction that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Related experience and education in public administration are highly desirable.

### **LICENSE**

Possession of a valid California driver's license and proof of insurability are required.

### **SELECTION PROCESS**

1. Completion of the **Montclair Employment Application** and a detailed resume is **required**.
2. All applications received before the filing deadline of **6:00 p.m. on Tuesday, September 20, 2022**, will be screened for conformance with required and desirable qualifications.
3. Applicants possessing the highest qualifications and job-related experience will be invited to participate in a structured oral interview.
4. Successful candidates' names will be placed on an eligibility list from which a selection will be made. The City Manager will make final appointment, upon recommendation of the Director of Public Works/City Engineer.
5. Successful candidate is offered the position contingent upon passing a background investigation and a preemployment physical, including a drug screen.

### **APPLICATION PROCEDURE AND FILING DEADLINE**

City application forms are available on-line at [www.cityofmontclair.org](http://www.cityofmontclair.org). Completed and signed applications with required resume must be submitted to City Hall, Personnel Division via email to [jobs@cityofmontclair.org](mailto:jobs@cityofmontclair.org), by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, 91763, or via fax to (909) 621-1584, by the **FILING DEADLINE** of **6:00 p.m. on Tuesday, September 20, 2022**. Postmarks will not be accepted.

*Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.*