



Project Manager

Summary

Administer and serve as project manager for various public works architectural, engineering, and related capital improvement projects for the City; provide specialized expertise pertaining to “green building” requirements and opportunities to achieve environmental sustainability and energy efficiency; identify, prepare, and administer grants for related projects; and provide administrative and technical support to the assigned division.

Class Characteristics

Direction is provided by a higher-level manager; responsibilities include direct or indirect supervision of subordinate professional, technical, and/or support services positions on a project basis.

This class can be distinguished from the Engineering Manager by the latter’s responsibility for the overall management of the division and licensing requirements.

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, manage, and coordinate public works architectural, engineering, and capital improvement projects, including those designed to achieve environmental sustainability and energy efficiency; develop, plan, organize, and execute project activities, including the preparation of project plans, specifications, estimates, and schedules.

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 for project sustainability and energy efficiency; facilitate and coordinate green build certification.

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.

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.

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.

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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.

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 internal and external reports, correspondence, 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.

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

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

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, manage, 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.

Communicate technical concepts clearly and accurately a variety of audiences.

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

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

Read and interpret financial reports.

Create project schedules and budgets using software tools.

Conduct cost/benefit analyses.

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Effectively negotiate contract terms, conditions, and scope changes.

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.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

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

Basic architectural, engineering, and construction principles and practices.

Current building and development codes.

Principles and practices pertaining to “green building.”

Principles and practices of grant administration.

Principles and practices of budget development and administration.

Pertinent federal, state, and local laws rules and regulations, including, but not limited to the California Environmental Quality Act (CEQA) and California Building Code.

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.

General construction materials, methods, and equipment.

Principles and practices of technical and functional supervision.

Safety practices pertaining to the work.

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Principles and practices of effective customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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 from an accredited college or university with major course work in engineering, 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. Experience with municipal or other public sector capital projects is highly desirable.

Certifications/Licenses:

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

Possession of a valid registration as a Professional Engineer is desirable.

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