

**City of San Rafael
Job Class Specification**

Job Title: Project Manager I/II

SUMMARY

Under the supervision of the Senior Facilities Supervisor, this position manages the planning, design, liaison, bidding, construction, inspection, and contract administration of assigned capital improvements, vertical construction or facilities planning projects, including routine construction, remodels, modifications, or upgrades of City-owned, leased, or constructed buildings, structures, or infrastructure; establishes and manages consultant teams associated with projects. Works with Senior Facilities Supervisor to create and control budgets, schedules, and project scope requiring input from stakeholders; works with department personnel to perform financial analysis related to the project; serves as the primary point of contact for special project requests with City departments or other local governmental agencies, contractors, consultants, architects, and stakeholders; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification oversees, manages, and coordinates teams of professional service providers engaged in activities encompassing all phases of routine capital, vertical construction or facilities planning projects with a well-defined scope, fewer technical elements to be integrated, shorter duration, and/or limited stakeholder involvement and sensitivity. Incumbents operate under the supervision of the Senior Facilities Supervisor and in coordination with the City Engineer to develop project plans.

The Project Manager II is distinguished from the Project Manager I by an incumbent's experience level with managing more complex projects and requiring only moderate supervision in executing their day-to-day tasks. The Project Manager II may function as the lead for assigned professional, technical and administrative support staff.

Positions in the series are flexibly staffed. Progression to a higher level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management and budget approval for progression to the higher level.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Manages routine capital projects from program planning through final acceptance of construction and warranty period.
- Manages, organizes, and directs the planning, design, and preparation of project drawings, specifications, financial analysis, schedules, and estimates for the construction, modification, or alteration of buildings, structures, and related infrastructure.

- Confers with City departments to establish building and space requirements; advises on feasibility of projects; and manages the preparation of drawings, reports, and recommendations of findings.
- Oversees project staff, contractors, and consultants; manages consultant and contractor selection process, negotiates fees, and approves contracts; evaluates contractor performance and recommends changes to quantity and quality of service provided.
- Initiates the preparation of and presents feasibility studies, environmental studies, cost estimates, schedules, and programs for the development or alteration of buildings, structures, and related infrastructure.
- Tracks and monitors all project activities; reviews work under construction to ensure that all new construction and alteration work complies with plans, specifications, codes, budgets and schedules; and coordinates the work of multi-disciplinary staff across organizational boundaries.
- Prepares reports and cost control analyses; analyzes claims and recommends approval of consultant/contract payments.
- Represents the department in meetings and conferences related to construction, materials, or work standards.
- Coordinates and conducts community meetings associated with project(s) and responds to community issues and concerns; provides presentations to governmental and regulatory agencies, community groups, and the Board of Supervisors.
- Ensures related files and records are maintained.

In addition, the Project Manager II may:

- Manage more moderately complex capital projects from program planning through final acceptance of construction and warranty period.
- Train staff in procedural and technical aspects of their jobs; assigns and reviews work; acts as a technical resource to staff; may provide input into performance evaluations and other personnel matters.

KNOWLEDGE OF:

- Construction principles and practices including materials, methods, and tools involved in repair and construction of buildings, structures, and infrastructure.
- Federal, state, and local codes, statutes, and regulations pertaining to public sector construction projects and contract and labor compliance.
- Principles and practices of project management and evaluation.
- Cost estimating and cost control techniques.
- Public safety and security including relevant equipment, policies, procedures, and strategies to promote effective local and state security operations for the protection of people, property, and data.
- Government purchasing and bidding policies, practices, and procedures.
- Professional services contracting.
- Computer technology, including project management systems and software.
- Disability access compliance and related Americans with Disabilities Act (ADA) laws.
- Sustainable Green building principles and practices.
- Real estate, including principles and practices of effective commercial property management.

- Budget development and tracking, cost control procedures, financial forecasting, and fiscal analysis.
- Space and furniture planning.
- Project planning, including plan development, implementation, and maintenance.

ABILITY TO:

- Develop, manage and implement a variety of projects to meet City goals and objectives.
- Represent the City in meetings with other departments, agencies, contractors, businesses, and the public.
- Identify problems and review related information to develop and evaluate options and implement solutions.
- Coordinate and adjust actions in relation to others' actions.
- Adapt technology equipment to serve user needs.
- Manage financial resources.
- Employ critical thinking by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Assess and manage program and project funds from various funding sources.
- Prepare and deliver effective presentations to governing boards, the public, and a variety of audiences.
- Analyze and solve problems quickly and effectively.
- Manage the work of project consultants, contractors, and staff working on a project.
- Adapt to changing priorities.
- Conduct a variety of management, operational, and budgetary studies and projects.
- Exercise sound independent judgment within general policy guidelines.
- Interpret, apply, and explain complex laws, regulations, policies, and procedures.
- Draft and interpret contract terms.
- Read blueprints and maps.
- Perform complex analysis including financial analysis.
- Develop and maintain effective working relationships with employees, other City departments, property owners, consultants, contractors, and the general public.
- Handle conflict effectively.
- Use computer programs for financial modeling, project management and word processing.
- Communicate effectively orally and in writing on legal, financial, and administrative topics.
- Develop management information reports.

EDUCATION and/or EXPERIENCE: Any combination of education and experience that provides the knowledge, skills and abilities listed above.

Project Manager I: Typically, equivalent to a bachelor's degree from an accredited college or university with major coursework in construction management, project management, civil, structural or mechanical engineering, facilities planning, design management, architecture, business, economics, planning or a related field. Required education is interchangeable with project management experience related to the area of assignment on a year-for-year basis for a maximum of two years.

Project Manager II: in addition to the above, this level requires two years of full-time, progressively responsible experience in project management related to the area of assignment.

Other Requirements

Possession of a valid California Class C Driver's License with a satisfactory driving record.

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 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 occasionally 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 indoor 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:	Non-Exempt
Prepared Date:	February 2025
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