

CLASS SPECIFICATION



CLASS: Public Works Project Manager
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: N/A

ESTABLISHED: July 2008
REVISED:

JOB SUMMARY:

Under general direction, plans, oversees and coordinates staff and activities related to land development construction and manages a variety of functions related to County Service Areas for the Public Works Department. Responsibilities include ensuring projects are constructed per plans and specifications, and in accordance with prudent construction management procedures. Incumbents also provide direct management support for County Service Area activities which include reviewing and analyzing alternatives for extended services, such as, road and drainage maintenance, lighting, public protection and other related governmental services; ensures compliance with laws, codes and regulations pertaining to County Service Areas and performs other duties as assigned.

This is a mid-management position in the professional Engineering/Planning series.

CLASS CHARACTERISTICS:

This position is characterized by a considerable amount of management functions related to overall administration of County Service Areas, the need for project planning, coordination and evaluation and the necessity to direct the work of staff. This mid-management level position reports directly to the Assistant Public Works Director.

EXAMPLES OF DUTIES:

Essential:

- Supervises, assigns, plans, reviews, and evaluates the work of assigned subordinate staff; implements County, departmental and divisional policies, procedures, and service standards in conjunction with management; evaluates workforce and resource needs of assigned staff; ensures adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Assists with defining, designing, implementing, and evaluating staff training and development programs, customer service initiatives and performance measurement criteria; provides or coordinates staff training; trains and instructs staff in job duties and County, departmental, and divisional policies, or arranges for training to be provided; provides guidance to support professional development of staff; participates in the selection of staff including, conducting interviews and making staffing recommendations to management.
- Completes performance evaluations of subordinate staff; evaluates staffs' job performance and conformance to regulations; provides direction, encouragement, and praise through regular feedback sessions; discusses job performance problems with staff in order to identify causes and issues, and to work on resolving problems; recommends discipline and implements discipline procedures as needed/directed.
- Prioritizes, and issues work schedules, deadlines, and duty assignments of assigned staff; coordinates activities with other unit supervisory personnel, and with other departments to ensure the technical performance of various departmental and/or County-wide functions; supervises project implementation.
- Evaluates work activities to ensure safe work practices are followed; directs the securing of work areas and evaluates the need for signs or barricades; conducts safety-training sessions including Fire Plan and emergency evacuation procedures; documents training and ensures compliance with County, State and Federal laws, codes and regulations related to safety.
- Develops, analyzes, and administers the budget for the County Service Areas and construction projects; monitors the activity of assigned revenue and expense accounts; updates management staff, makes recommendations regarding budget and program issues and implements appropriate cost recovery or expense reduction policies to maintain balanced budget.
- Prepares and presents reports for public dissemination; coordinates public meetings and confers with federal, state, and local governmental agencies, businesses, citizen's groups, vendors, and the public.

For Land Development Construction activities:

- Administers complex contracts for major public works facilities or infrastructure; prepares contracts and ensures compliance with plans, specifications, applicable codes and regulations.
- Administers all documents associated with the acceptance of construction projects, such as filing Letter of Acceptance, Notice of Completion, releasing and/or calling bonds, punch list and other related legal or administrative documents.
- Negotiates contract revisions, changes, and additions; resolves construction disputes between the County and the contractor.
- Inspects and reviews projects to monitor compliance with building and safety codes, and other regulations and ensures they are completed on schedule and within budget, while avoiding construction claims.
- Obtains required permits and licenses; prepares, tracks, logs, and responds to various construction management documents and other project documentation.

For County Service Area activities:

- Serves as a liaison between the individual County Service Area (CSA) residents and the Public Works Department to provide technical direction for the public, citizen's groups, county employees and other governmental agencies regarding the functions, provisions and administrative processes associated with CSA's.
- Plans, develops and organizes administrative studies; gathers required information needed to identify and analyze operational and engineering problems; works with staff to evaluate alternatives and implements appropriate solutions related to County Service Area activities.
- Oversees County Service Area contract functions (e.g. review, process and prepare for approval of public bids); prepares contract(s) by customizing a standard document, along with supporting documents and obtains management and legal approvals required to award and execute contract.
- Manages consultant contracts for CSA maintenance services (e.g. street lights, street sweeping, drainage and detention basin maintenance, road maintenance and construction, landscaping, signage); monitors projects, and documents related steps and procedures to ensure compliance with contract provisions.
- Creates formal reports and other related legal or administrative documents such as agendas, resolutions, memos, invoices, and letters regarding formation, assessment, and annexation/modification for County Service Area activities.
- In consultation with appropriate departmental staff, reviews, controls, and monitors overall fiscal policies for County Service Areas including budget, dispersal of funds, department expenditures, financial reports, and cost of service analyses.
- Reviews, analyzes, identifies alternatives and makes recommendations concerning County Service Area operations (e.g., organizational structure, budget development and administration, facilities, equipment, systems cost analysis, policies, and procedures) to evaluate current and anticipated future program needs.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment in the course of work.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Principles and processes of providing customer service including, customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Principles and practices of construction inspection.
- Principles and practices of contract administration.
- Principles of management and administration as applied to the analysis and evaluation of programs, policies and operational needs.
- County and departmental operations, terminology, rules, policies and procedures.
- Methods and techniques of project management, development and review.

- Project scheduling, cost estimating, materials, and claims analysis.
- Construction methods and techniques.
- Federal, state, and local laws, codes, and regulations related to construction and Public Contract Code and County Service Areas.
- Methods and practices of municipal fund operations, budgeting and accounting.
- Principles of planning, programming, budget preparation, budget execution monitoring, and expenditure control.
- Safe work methods and safety regulations and precautions pertaining to the work.
- Various computer software programs including the technology of up-to-date computer systems and applications.

Skill in:

- Planning, managing, supervising, directing, coordinating and evaluating the work of staff and direct contracted personnel.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Bringing others together and trying to reconcile differences.
- Creating a unified team environment.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Managing one's own time and the time of others.
- Training staff in work procedures.
- Understanding, interpreting and enforcing compliance with plans, specifications, bid documents, and contract provisions.
- Reading and interpreting engineering plans and specifications.
- Developing and maintaining effective relationships with staff, consultants, contractors, engineers, architects, residents, suppliers and representatives of other agencies or departments.
- Analyzing and using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Preparing project budgets.
- Keeping up-to-date technically and applying new knowledge to your job.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Require individual accountability and responsibility by immediately responding to behavior.
- Apply general rules to specific problems to produce answers that make sense.
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Inspect materials and workmanship for safety hazards or construction problems.
- Recognize something is wrong or is likely to go wrong.
- Maintain composure in difficult situations.
- Observe, receive and obtain information from all relevant sources.
- Write and review technical documents or reports including board letters, Notice of Completion, Letters of Acceptance, specifications and contract documents.
- Make written and verbal presentations to large civic groups, official bodies, and the general public to provide information on the status of a project.
- Read and understand information and ideas presented in writing and verbally.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical

exam (Occupational Group III) which will measure the ability to:

- Perform physical activities that may involve walking, bending, stooping, squatting, kneeling, crouching and reaching above the shoulder.
- Inspect construction sites involving trenching, embankments and uneven terrain.
- Properly lift and carry up to 50 pounds.
- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a typical office setting.
- Drive a motor vehicle to attend meetings and job sites.
- Work with exposure to potential hazards at various construction sites.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Possess a valid California Class C driver's license.

Education and Experience:

MINIMUM: Equivalent to graduation from a four year college or university with major coursework in engineering, construction management, business administration, public administration or a closely related field and four years of project management experience for public works construction projects and/or County Service Area management and administration.

PREFERRED: In addition to the minimum, three years of engineering experience or road, bridge, or construction management experience, in a public agency setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.