

PUBLIC WORKS PROJECT MANAGER I

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DEFINITION

Under general direction, is responsible for overall management, coordination and administration of municipal public works projects and related services, activities and functions, including ~~simple-small-scale~~ or routine public works and capital improvements projects, program management; and performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by fiscal and operational management of municipal public works projects including direct responsibility for ~~simple-small-scale~~ or routine projects. It is distinguished from that of higher and lower classes by the level of responsibility, degree of difficulty, independent thought, and action required to manage simple or routine projects and programs, and by the extent and level of related supervisory, managerial and/or administrative responsibilities. The scope, complexity, and budget-and-nature of specific projects determines the level of project management required. Responsibilities may vary according to work assignments.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Plans, organizes, manages, directs, and participates in the work of ~~small-scale or routine~~ municipal public works and capital improvement projects, including the development, procurement, successful implementation, and quality control of each project from inception to completion.
2. Prepares long-range plans in coordination with other City departments, divisions, and other public agencies; develops policies and procedures for establishing costs, schedule controls and coordinating activities.
3. Prepares requests for proposals and related documents, negotiates and administers contracts with project participants and service providers; supervises and coordinates the work of consultants, ~~and contractors~~ and City staff; resolves conflicts in a timely manner satisfying project needs, the designer's concepts, and in keeping with budgetary constraints and established schedules.
4. Coordinates activities with other City departments including planning and building services, finance, legal and Alameda Municipal Power.
5. Analyzes proposed and current ~~project-management~~ regulations and develops recommendations for implementation compliance.
6. Prepares, reviews and presents various reports, resolutions and studies, including City Council staff reports and project status reports.
7. Provides and may coordinate staff and technical assistance to the City Council and to various boards, commissions or committees.
8. Serves as liaison to various agencies, community or professional groups, property owners and residents; develops and conducts public participation processes.
9. Prepares and administers project budgets; prepares cost forecasts, variances and critical paths including project closeout procedures.
10. Develops and maintains master project schedules, and identifies and resolves potential conflicts.
11. Administers various public works services, programs, and activities as assigned.
12. Develops goals, objectives, procedures and standards; determines priorities, staff assignments and work methods; confers with and advises staff on administrative policies, procedures and technical problems.
13. Participates in departmental budget preparation and administration.
14. May supervise, train and evaluate assigned staff.

WORKING CONDITIONS:

- Work is performed in both an indoor office environment and at offsite project settings

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- Noise level in an office setting is usually moderate with ambient office sounds present such as speaking, working office equipment, and software. Exposure to noise levels at construction sites is often much higher and the City provides personal protective equipment and training on proper usage to mitigate these higher noise levels.
- Occasional travel to work sites and other City work locations for meetings and to conduct work.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, unpleasant odors, dust, and vibration.
- Occasional use of personal protective equipment such as boots, hard-hat, safety glasses, or hearing protection

PHYSICAL DEMANDS:

- Sitting for extended periods of time.
- Frequent standing at project sites.
- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard, and to operate standard office equipment.
- Vision abilities or the ability to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone with governing bodies, stakeholders, and relevant departments and partners.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration, planning, engineering, architecture, construction management or a related field.

Experience: Two years of responsible professional project management experience.

Knowledge

Knowledge of public administration and municipal public works project management principles and practices; design and construction principles, methods, materials and equipment; planning and building procedures including plan and specification review and construction and inspection procedures; project budget preparation and administration; contract negotiation and implementation; applicable laws and regulations; technical, legal and financial problems commonly involved in the conduct of municipal public works projects and programs. Knowledge of facility planning, architecture design, engineering and construction is required to administer simple or routine public works and capital improvement projects.

Ability

Ability to effectively manage, coordinate and administer assigned public works project management projects and related activities, functions and services; manage multiple simple or routine projects simultaneously; plan, coordinate and direct assigned staff, activities, projects and programs; demonstrate effective leadership and gain consensus and support; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; interpret and apply relevant federal, state and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare concise and comprehensive studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with business partners, City officials, business and community groups, employees, other departments, divisions and agencies, and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a

condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position. Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Additional relevant licensing or certification may be required based upon project needs or requirements.