

ENGINEERING PROJECT MANAGER

DEFINITION

Under general direction, performs complex professional project management; manages consultants and programs during planning, design, bidding and construction phases of a variety of capital improvement projects; and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Public Works Director or Designee. May exercise general or project direction over assigned staff.

CLASS CHARACTERISTICS

The Public Works Director, City Engineer, and/or similar positions provide general direction in terms of project objectives and resolution of technical issues or financial constraints. Incumbent is expected to work independently and manage a wide range of projects.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Review specifications for the construction of streets, storm drains, water, sewers, buildings, parks, street lighting and other facilities.
- Review plans, cost estimates and specifications for City projects prepared by consultants.
- Check plans, cost estimates and specifications for completeness, obtain bids, and evaluate bid proposals.
- Meet with City, State and other officials to resolve any issues or concerns affecting projects.
- Prepare and compile reports.
- Provide information to the public on current and proposed projects.
- May represent the department, as assigned, at Council and Commission meetings as well as attend project meetings and conferences.
- Support the relationship between the City of Soledad and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff.
- Interact with other City departments, federal and state agencies, architects, engineers, contractors, utilities, neighborhood representatives, and the public in a professional manner.
- Maintain confidentiality of work-related issues and City information.
- Direct, prioritize, coordinate, and monitor projects.

- Manage programs (such as the City's sidewalk repair program).
- Coordinate constructability/bid-ability reviews of projects.
- Develops and reviews project schedules and ensures projects meet scope, cost and schedule benchmarks.
- Manage on-call contract task orders for design, surveying, and environmental monitoring.
- Conduct meetings with contractors, design engineers, and other stakeholders to coordinate projects, and resolve disputes.
- Perform other job-related duties within the scope of this job classification as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision, including resource management.
- Project management, schedule, budget preparation, and tracking.
- Regulations, ordinances, and standards governing public works projects.
- Public works contracting laws and regulations.
- Environmental regulations, including CEQA, Section 401 and 404 Permits, MS4 storm water regulations, and noise ordinances.
- Cost estimating and construction scheduling.
- ADA standards and requirements.
- Basic mathematics, including algebra, geometry, and trigonometry.
- Serve as team leader in organizing, coordinating, and prioritizing multiple projects.
- Administer construction contracts, consultant services agreements, and vendor purchase orders.
- Check and interpret drawings, specifications, and technical reports.
- Prepare progress reports and project correspondence.
- Use computer software programs for project and budget tracking, correspondence and spreadsheets.
- Comply with federal aid and other grant funding requirements.

Skill in:

- Reviewing plans and specifications, and cost estimates.
- Preparing comprehensive reports.
- Technical writing.
- Preparing Gantt charts and budgets.
- Leading and coordinating projects.
- Evaluating competing priorities and adjust in workflow to meet deadlines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

An undergraduate (4-year BA/BS level) degree in construction management, civil engineering, or related technical field plus a minimum of three (3) years' experience in engineering or construction having responsibility for project management.

An equivalent combination of education and experience may be considered.

PHYSICAL DEMANDS

- Standing & Walking – Primarily sedentary classification although standing in work areas and walking in public works sites may be required.
- Sitting - Ability to work in a seated position at a computer station for extended periods of time.
- Lifting - Ability to safely lift up to 35 pounds; this requirement includes bending at knees to facilitate proper lifting techniques.
- Climbing - Ability to ascend 10 ft. or more up ladder(s).
- Manual Dexterity - Ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as accurate field measuring, repair and calibration of instruments, operating a computer keyboard; copying, and adding machines.
- Visual – Ability to read printed materials and view a computer screen for long periods.
- Hearing and Speech - Ability to communicate in person, before groups, and over the telephone.
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop, and bend.
- Reflexes - Ability to quickly and automatically respond to emergency and safety situations.
- Ability to function in confined spaces and/or hazardous environment.
- Wear and operate in protective equipment as assigned, when working in hazardous or potentially hazardous conditions, including but not limited to head protection, eye protection, respiratory protection, hand protection, foot protection, knee protection, and full body protection.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.