



CITY OF BIG BEAR LAKE

PROJECT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the general supervision of the Director of Public Works & Engineering or his/her designee, this position manages a variety of Public Works projects from inception to completion in addition to various public improvements constructed by City staff, private developers, utility agencies, and contractors. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Project Manager** is responsible for complex office and/or field projects and is expected to direct them to completion. Responsibilities include all aspects of project management generally spanning the areas of transportation, parks, utilities, and facilities.

SUPERVISION RECEIVED/EXERCISED:

General supervision is received from the Director of Public Works & Engineering or his/her designee. Incumbent is expected to maintain professional working relationships with employees at all levels within the organization and may provide direction to lower level technical, clerical, and field level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Serves as a project lead by overseeing and tracking the day-to-day operational and tactical aspects of multiple and/or large-scale Public Works projects; manages the construction contracts, overall scope, schedule, and budget of these assigned projects.
- Reviews job specifications to determine the most appropriate and cost effective construction methods for each project.
- Prepares construction cost estimates per the defined scope of the project and within established standards.
- Prepares City Council Agenda reports that are required for assigned projects.
- Assists with the preparation of bid documents for public improvement, maintenance and construction projects.
- Responsible for obtaining all required project permits and licenses and maintaining the comprehensive records required for compliance reporting.
- Prepares contracts, addendums and related construction documents; processes purchase orders and/or change orders to contractual agreements with consultants, contractors, subcontractors and vendors.
- Manages the overall budget for assigned projects by monitoring and tracking all expenditures; prepares purchase orders; obtains quotes and prepares requisitions for project materials and supplies, reviews contractor progress payments to ensure accurate project invoicing; properly retains records and accounts for grant funded expenditures.
- Interprets and explains plans and contract terms to consultants, contractors, and field level workers, in a professional and concise manner.

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- Coordinates and oversees the work of project consultants, survey crews, contractors, and construction inspectors.
- Implements quality assurance and quality control procedures to ensure successful project outcomes as measured by project goals and community satisfaction.
- Schedules regular project/construction team meetings; coordinates project work schedules with affected City departments, private properties, and outside agencies.
- Participates in departmental meetings related to project activity such as pre-construction and interim construction meetings.
- Identifies project/construction risks and takes precautionary efforts to mitigate City exposure and risk across multiple projects.
- Takes action to deal with the results of project delays due to inclement weather conditions, or emergencies at construction sites.
- Investigates damage and accidents at construction sites, to ensure that proper corrective safety procedures are performed and prepare required corresponding documentation.
- Assists with infrastructure inventories and maintenance of infrastructure records; notifies the Administrative Services department of changes affecting capital asset reporting.
- Identifies applicable grant opportunities and assists with the preparation of grant proposals; monitors grant programs for compliance with regulations and maintains required grant documentation.
- Oversees compliance with the National Pollutant Discharge Elimination System (NPDES) and other environmental regulatory agency requirements.
- Assists at the Engineering Department counter with calculating fees, issuing permits, and dispensing general and technical information regarding the City's policies and procedures, related codes, ordinances, and regulations.
- Responds to citizen concerns, investigates and provides recommendations/appropriate corrective action.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate.
- Establishes positive working relationships with representatives of community organizations, government agencies, consultants and members of the public.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping and crouching. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence, and using the computer, and acute hearing is required when providing phone service and

communicating in person. The need to lift, carry, push and pull files, reports and other materials weighing up to 40 pounds is required. The employee may be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A Bachelor's degree with an emphasis in civil engineering, project management, construction management, business management, mathematics, or a related field from an accredited college/university is required. At least five (5) years of related experience in construction management and/or inspection of public projects is preferred or any combination of training and experience that provides the desired knowledge and abilities.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles of civil engineering and engineering/construction project management; plans and specifications for public infrastructure projects; cost estimation; principles and practices of engineering design as related to public infrastructure projects; methods, materials, and techniques used in the construction of public works projects. Current literature and sources of information regarding engineering, environmental and other State and Federal laws related to project development; modern office procedures, practices, and equipment operation, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and standard safety practices.

Ability to:

Make simple construction related computations to check the design and construction of public infrastructure projects; analyze problems, identify alternatives and solutions, access consequences of proposed actions, and implement recommendations in support of goals and work plans; read and interpret engineering plans, specifications, records of survey, legal descriptions, and tract descriptions; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable Federal/State laws, codes, regulations, local ordinances, and related standards which are applicable to the project work or review; oversee special projects and/or programs; interpret and apply administrative and departmental policies and procedures; maintain cooperative working relationships with City personnel, contractors, outside agencies, engineers, and the public; exercise independent judgment; prepare clearly written correspondence and technical reports involving mathematical computation; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; follow written and oral directions; observe safety principles and work in a safe manner; be able to plan, be well organized, work well under pressure, be proactive, discreet and able to maintain confidentiality on appropriate issues.

Skill to:

Operate standard office equipment, including a computer and variety of word processing, spreadsheet, database, presentation, and other related software applications; familiarity with engineering and construction management software such as AutoCAD, ArcGIS and similar programs.