

## **CITY OF LATHROP 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 general direction of the Senior Construction Manager or designee, plans, supervises, evaluates and participates in professional work in the planning, design, construction, maintenance and programming of services for citywide Capital Improvement Projects, streetscapes, landscaping, public facilities, utilities, parks, and other projects; performs complex analysis of project costs and monitoring project progress; ensures safe work practices, work quality and accuracy; maintains appropriate work records; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Project Manager** is a senior level position within the Public Works Department and exercises responsibility for planning, organizing and directing the work activities of Public Works assigned projects. The incumbent performs the more complex management of Capital Improvement Projects, reviews site plans for design conformance and accuracy, and performs complex construction management assignments requiring considerable knowledge of land development, planning, engineering, design standards and regulations, construction and maintenance. This classification is distinguished from the next higher classification of Senior Construction Manager.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Senior Construction Manager or designee. May exercise direct and indirect supervision over professional, technical, supervisory and field personnel.

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

- Serves as a project manager for citywide Capital Improvement Projects, services and activities including streets, lighting, storm drains, sewers, water, parks and landscape.
- Coordinates citywide Capital Improvement Projects with staff, project managers, contractors, utility companies and other agencies; administers construction contracts; supervises staff on construction sites; performs field inspections; plans, coordinates, prioritizes, monitors and participates in the work of staff responsible for reviewing design conformance and accuracy of public and private development projects.
- Coordinates the negotiation with developers for the development and construction of public facilities, parks and other landscape areas.
- Participates in the selection and supervision of contract professional engineers for the development of plan specifications, studies and reports. Works with contractors and consultants performing all types of construction management and inspection activities to ensure construction practices are in compliance with City standards. Directs and coordinates activities of project to ensure project progresses on schedule and within prescribed budget, modifies schedules or plans as required.
- Participates in the selection and supervision of contract professional engineers for the development

## PROJECTS AND PROGRAMS MANAGER

Page 2

of plan specifications, studies and reports. Works with contractors and consultants performing all types of construction management and inspection activities to ensure construction practices are in compliance with City standards. Directs and coordinates activities of project to ensure project progresses on schedule and within prescribed budget, modifies schedules or plans as required.

- Analyzes, implements and monitors short-term and long-term plans, goals and objectives focused on achieving the assigned department's mission and assigned priorities. Participates in the development of and monitors performance against the annual operating and capital improvement budgets of the assigned department. Manages and directs the development, implementation and evaluation of plans, policies and procedures to achieve the department's goals, objectives and work standards.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the Department with other City Departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation.
- Establishes positive working relationships with the public, community organizations, state/local agencies, and City management and staff.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position may work outdoors in all weather conditions as necessary.

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:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Project Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience with direct project experience managing the development of public parks or other public facilities, and education and training equivalent to a bachelor's degree in park planning and design, landscape architecture, construction management, engineering, planning or a closely related field.

## PROJECTS AND PROGRAMS MANAGER

Page 3

### **License/Certificate:**

Possession of, or the 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:**

Modern principles, procedures, practices and methods of landscape architecture, planning, construction management, design and maintenance; strength of materials and stress analysis; CEQA environmental process, statutes, regulations and internal standards as applied to public capital projects; park and recreation facility design; project inspection methods; contract administration; municipal laws, ordinances, codes, specifications and plans; methods and techniques of supervision, training and motivation; budgeting, marketing, purchasing and forecasting; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Plan, organize, direct and evaluate the work; make adjustments to standard operation procedures as necessary to improve organizational effectiveness; coordinate the project management of multiple Capital Improvement Projects; prepare and administer a project budget; negotiate and manage construction contracts; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; maintain flexibility in a rapidly changing environment; demonstrate initiative and creativity in fulfilling duties; reliable to carry out assignments and meet project timelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships. assist in the preparation and administration of the Department budget; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately.

### **Skill to:**

Operate an office computer and utilize software applications including technical applications to track project progress. Skill and knowledge to specify plant material adaptable to the San Joaquin County climate and growing conditions.