

CITY OF MADERA

ENGINEERING 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 direction performs the more complex project management and construction management duties required by the City's Capital Improvement Program (CIP); provides direction, administration and management of public projects during design and construction phases including the selection of professional consultants and the procurement of construction contracts; analyzes special conditions/circumstances which arise on the projects; prepares and processes any and all documents involving contractors and consultants; reviews and processes change orders, requests for information, requests for clarifications, pay requests, claims; evaluates contractor bids prior to award. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Engineering Project Manager** is a single position classification in the Engineering Division of the Community Development Department. Incumbents exercise considerable independent judgment in the application of the principles and practices of planning, design, construction and the administration of a variety of public works projects, including streets, water, sewer and storm drain systems, City parks, building projects and airport projects.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Engineer or Deputy City Engineer. May exercise technical and/or functional supervision over lower level Engineering Division staff.

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

- Acts as project manager for design and construction activities on a variety of public works projects including street, storm drainage facilities, sanitary sewer facilities, park development, landscaping, irrigation pipelines, water production and distribution facilities, buildings; performs field inspections; develops design procedures; prepares plans, specifications, value engineering, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness; makes recommendations for the engineering division budget and monitors the approved budget.

- Coordinates capital improvement projects with contractors, utility companies and other agencies including but not limited to Caltrans, Madera County, Madera Irrigation District, and other State 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.
- Plan checks plans and specifications for the construction of public works projects.
- Develops, reviews, approves and implements project schedules and contract bid documents.
- Possesses extensive working knowledge of Caltrans: Local Assistance Procedures Manual, Standard Plans and Specifications, the Manual of Uniform Traffic Control Devices, Construction Manual, Design Manual and other State manuals. Possesses a working knowledge of applicable building codes.
- Independently solves difficult or unusual design and construction problems and assists in the implementation of citywide infrastructure objectives. Assures that individuals, whose functions require knowledge and understanding of the general contract and subcontract requirements, receive and understand the information.
- Reviews and recommends approval of contractor and vendor payment applications and miscellaneous invoices.
- Negotiates, prepares, issues and recommends approval of change order proposals to City and prepares revisions to original project budgets as a result of changes and revisions to work.
- Prepares and issues monthly owner progress reports, monthly pay applications, schedules and cost reports in coordination with the City Engineer.
- Ensures timely project completion through project scheduling, expediting of material deliveries and the management of material and document submittals/approvals.
- Provides organization, direction and training of subordinate project team members.
- Leads and participates in regularly scheduled project staff meetings.
- Manages the closeout of all projects including but not limited to: the submittal of reimbursement requests to Caltrans, FAA, EDA and other funding agencies; the procurement of project warranties and maintenance manuals for building projects and equipment.
- Prepares and provides complex engineering reports, correspondence, staff reports, ordinances, and resolutions to the City Administrator, City Council, committees, City departments, outside agencies and the public; participates in division budget

development; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries, and investigates complaints

- Initiates, establishes and maintains working relationships with lead departments, architects/engineers, public agencies, utility companies and contractors to facilitate design and construction activities. Organizes, conducts and represents the City at project coordination meetings at regular agreed upon intervals.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. Tasks may involve extended periods of time at a keyboard or workstation. 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 face-to-face 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 works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders and drive motorized vehicles.

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

Experience and Education:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Engineering Project Manager**. A typical way of obtaining the required qualifications is to possess a Bachelor's degree in civil engineering or a closely related field, and no less than ten (10) years of full-time experience in engineering project management and construction management of public works facilities. An additional five (5) years of applicable experience in construction management may be substituted for the Bachelor's degree.

License/Certificate:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Principles, procedures, standards and practices of capital project management; principles and practices of public administration and local government operations, economic and community development, including budgeting principles, contract administration, research methods, and report writing. Must

have an intimate knowledge of agency approvals; principles and practices of construction management; applicable building codes; established Federal, State, County and City policies, procedures, regulations and laws. Knowledge of modern office practices, methods and equipment, including a computer and applicable software; operational characteristics and use of standard equipment used in the engineering profession; occupational hazards and standard safety procedures.

Ability to:

Prepare accurate plans, specifications, cost estimates and engineering reports; make accurate engineering computations; analyze and evaluate design drawings and specifications; learn and apply established principles and practices of municipal civil engineering; promote and enforce safe work practices; analyze and successfully negotiate complex transactions involving significant amounts of capital, property, property owner rights and public responsibilities; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate engineering tools and equipment.

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