



Job Description – Project Manager II

Salary Class & Designation: 76J \$80,985.48 - \$98,438.28/Annually

FLSA Status: Exempt

Employment Status: Classified

Reports to: Services and Facilities Director

Position Summary: Manages all phases of capital improvement projects (CIP), including initial planning, budgeting, design, bidding, construction, and closeout. CIP includes water and wastewater infrastructure, drainage, roadway, and pedestrian improvement projects. Provides data for technical components of grant preparation and administration. Evaluates and provides recommendations to the City Engineer for changes that substantially impact the scope, budget, or schedule of a project. Monitors project schedules and budgets to ensure timely and cost-effective completion. Develops Requests For Proposals (RFPs) for engineering projects and services. Evaluates proposals and provides recommendations for selection. Prepares staff reports. Manages consultants' performance and budgets. Develops guidelines, policies, ordinances and procedures pertaining to engineering and public works.

Typical Duties and Responsibilities:

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Develops plans, specifications, and cost estimates for capital improvement plans.
- Plans and manages all phases of capital improvement projects.
- Oversees bid management and contract award.
- Provides assistance to the public by providing information related to capital improvement projects.
- Prepares long-range plans in coordination with other City departments and other public agencies; develops policies and procedures for establishing costs, schedule controls and coordinating activities.
- Oversees and performs construction inspection and construction management.
- Prepares requests for proposals, competitive sealed bids, requests for qualifications, or other solicitation packages and related documents, negotiates and administers contracts with project participants and service providers; supervises and coordinates the work of consultants and contractors; resolves conflicts in a timely manner satisfying project needs, the designer's concepts, and in keeping with budgetary constraints and established schedules.
- Negotiates change orders in conjunction with the City Engineer.

- Supervises, trains, and evaluates assigned staff.
- Participates in departmental budget preparation and administration.
- Coordinates activities with other City departments including, but not limited to, Water, Wastewater, Public Works, Finance and City Attorney's Office.
- Prepares, reviews, and presents staff reports and resolutions for City Council as needed.
- Performs duties as assigned.

Materials, Equipment and Tools:

Computer terminal, keyboard, adding machine, telephone, copier, FAX machine, and printer, vehicle, and survey equipment including total station and level.

Desirable Skills, Knowledge and Abilities:

Knowledge of:

- Fundamentals of civil engineering.
- Knowledge of City standards, State standards, ADA and Hydrology.
- Nomenclature, symbols, methods, practices, techniques and instruments used in engineering and mapping.
- Surveying equipment, principles, problems, techniques and practices.
- Mathematics, including algebra, geometry and trigonometry.
- Construction equipment, materials and methods.
- Methods and equipment used in the testing of construction materials.
- Proficient in AutoCAD.

Ability to:

- Plan complex projects through all phases of development. Identify project components and develop a plan for their completion in a timely and cost effective manner.
- Review plans and documents for conformance to regulations.
- Analyze complex data, research options, and develop recommendations for project related activities.
- Gather data and make accurate engineering computations.
- Prepare plans and specifications neatly and accurately.
- Prepare and maintain accurate records and reports.
- Understand, carry out, and give oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Manage consultants and contractors to accomplish project objectives efficiently.
- Communicate project objectives effectively through writing and in oral presentations.
- Train assigned staff.
- Work in extreme weather conditions.
- Utilize various engineering and word processing related computer software.
- Develop operational and construction project budgets.
- Interpret, implement, explain, and apply applicable laws, codes, regulations, standards, policies and procedures.
- Use computer and a variety of word processing and engineering software programs.

Experience and Education: Expected education and experience:

- **Experience:** Sufficient field and/or office paraprofessional experience in civil engineering design, construction practices, and project management to demonstrate possession of the knowledge and abilities listed above for the section where the position is being filled;
- Two years experience as Engineering Tech III, or equivalent.
- **Education:** Courses in project management, mathematics, computer-aided design, construction practices, surveying, materials testing, and/or other related courses. A certificate of completion from an accredited Civil Engineering or Construction Management program or other related technical program may be substituted for a portion of the experience requirement.

Necessary Special Requirements: Possession of a valid Class C or higher California driver's license.

Working Conditions:

- Indoors, in an engineering office environment.
- Outdoors in field conditions involving heavy traffic, steep terrain, muddy construction sites and exposure to the elements. Field work frequently is performed outdoors in a variety of weather conditions and involves walking on rough uneven or rocky surfaces.
- Sitting for extended periods of time.

Physical Requirements: Frequent walking, standing, writing, bending, reaching, sitting in office chair, keyboarding and visual contact with computer terminal; occasional lifting of items weighing less than 35 pounds, reaching and lifting above shoulders, carrying boxes of materials for short distances, driving motor vehicle.