

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: CONSTRUCTION PROJECT MANAGER

REPORTS TO: DIRECTOR OF PUBLIC WORKS TYPE: Mid-Management, Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

This position functions independently with limited supervision; provides project management, inspection, and contracts administration for the design, construction, and modification of facility renovations/retrofits, process improvements, equipment installations, utility installations and modifications and securing funding sources for projects. The work is completed both directly by internal teams and by third party services, such as design firms, trade contractors, construction managers, equipment suppliers, and other service providers. Typical daily tasks involve developing specification for equipment, management of project engineers and engineering firms.

Assists the Director of Public Works in implementing goals, objectives, policies and procedures in preparation and oversight of the annual operating of multiyear capital budgets for Public Works.

ESSENTIAL FUNCTIONS:

Physical requirements:

Regular sitting for long periods at a desk and or computer; frequent bending, twisting, stooping and crouching, constant use of both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of equipment; regular communication in oral and written form, verbally, over the telephone and computer with coworkers, contractors and general public; regular standing to use a variety of equipment; occasional lifting and carrying of items up to 50 pounds; occasional lifting above shoulder and head. Frequent driving to work sites and meetings.

Occasional exposure to sun, walking on uneven and or slippery surfaces, kneeling, squatting, twisting, climbing of ladders of up to 12' above or below ground, exposure to airborne dust, toxic substances and loud noises while inspecting work sites.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Must be able to use initiative and independent judgment within established guidelines.

Must possess complex mathematical skills required of a civil engineer, make calculations with speed and accuracy, and have ability to read/write and speak English. Must be able to complete logs and enter data into computer accurately, read and understand Federal and state laws and regulations and applicable technical information.

JOB TITLE: CONSTRUCTION PROJECT MANAGER

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position has primary duties in performance of work requiring knowledge of an advanced type in the field of Engineering, and consistently exercises discretion and judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as a "Professional Employee."

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Assures that project program and conceptual design meet the City's needs and are compatible with the Capital Improvement Program (CIP).
- Manages the consultant and contractor selection process and participates as a member of the consultant selection committee.
- Reviews, approves and produces technical reports, designs, and contract documents to assure adequate compliance with constructability and cost efficiency.
- Ensures compliance with applicable regulatory requirements, such as CEQA, NEPA, ADA, Energy Conservation, and other standard and special regulatory requirements. This requires the ability to identify the relevant regulatory requirements and prepare both initial documents and responses to comments from regulatory agencies.
- Secures the approval of designs and construction documents by appropriate government agencies and county departments.
- Facilitates the collection of project requirements, objectives and expectations, and clearly communicates this information to project teams.
- Evaluate performance of project team members, or project managers assigned to the function of project management.
- Responsible for obtaining funding for projects through various funding sources.
- Leads definition of project objectives, scope development, and front-end engineering in support of the project development and execution.
- Develops agency's Project Management Process in execution of capital projects.
- Manages project documentation of all capital projects and drawings.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

JOB TITLE: CONSTRUCTION PROJECT MANAGER

- Manage all project funds according to established accounting policies and procedures.
- Able to manage simultaneous projects and tasks effectively.
- Accountable for project controls: project cost estimating, planning/scheduling, project benchmarking, effective cost control/forecasting, effective project progress control, contracting/procurement-plans, cash flow management and financial status of the project.
- Direct company or contract project engineers in supporting roles on Major Projects.
- Performs other related duties as assigned.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, Microsoft Office Professional, Auto-cad; ArcView/GIS; plotter; printer; telephone; programmable calculator; survey level; shovel, small hand tools (hammer, etc.); automobile, copier, FAX; drafting equipment.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Thorough knowledge of construction, engineering, procurement, and other project-related activities, including their interfaces and interdependencies.
- Strong commitment to safety and environmental issues. Willingness to adhere to all safety and health rules, plant rules, procedures and guidelines.
- Computer skills, with proficiency in Microsoft Word, Excel, PowerPoint, GIS, AutoCAD, and Microsoft Outlook.
- Excellent verbal and written communication skills.
- Must be able to work without direct supervision to accomplish goals and meet schedules.
- Proven solid work ethic and ability to work well with others as well as independently.
- Possess strong problem-solving and troubleshooting skills
- Must be open-minded and adaptive to change, promote the collective interests of the team more than self-interest, able to resolve problems in a respectful manner.

Ability to:

- Plan, organize, manage, direct and evaluate the work.
- Coordinate, develop and conduct training programs for staff.
- Develop and administer operational and construction project budgets.
- Research and analyze operational and technical issues and develop appropriate recommendations for action.
- Prepare complex engineering plans, specifications and calculations.

JOB TITLE: CONSTRUCTION PROJECT MANAGER

- Interpret, implement, explain and apply applicable laws, codes, regulations, standards, policies and procedures.
- Be involved with implementation of contracts and grants.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Develop and maintain accurate record keeping systems.
- Estimate equipment, material, and labor needs and to assist in budget preparation.
- Use a computer and a variety of word processing and engineering software programs.
- Communicate clearly and concisely, both orally and in writing.
- Make effective oral presentations.
- Establish and maintain effective working relationships with those contacted in the course of work, including elected officials, advisory body members, developers, contractors, City staff and general public.
- Manage multiple projects simultaneously.
- Observe safety principles and work in a safe manner.

REQUIRED EXPERIENCE/EDUCATION

- Four (4) years of experience managing the construction and design of small to moderate size capital improvement and construction projects (i.e., \$100,000 to \$2,500,000). Experience in a public agency is preferred.
- A Bachelor's degree in Construction Management, Engineering, Business Administration, Construction Technology or a related field may be substituted for two (2) of the required years of experience.
- Possession and continued maintenance of a valid California class C driver's license and safe driving record or the ability to provide alternate transportation which is approved by the appointing authority.

DESIRABLE EXPERIENCE/EDUCATION:

- Master's Degree in Civil Engineering or closely related field.
- Five or more years' experience as a civil engineer in a public sector agency.
- PMP or equivalent certification.
- General Contractor License.
- Experience with California Public Contracts Code.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*
