

CITY OF ARCADIA

PROJECT MANAGER

DEFINITION

Under general direction, assists in the planning of departmental projects and coordinates activities essential to the successful completion of capital improvement projects. The Project Manager supervises public works construction projects, participates in the inspection and supervision of new and modified infrastructure and building projects, and ensures project proposals and administrative procedures comply with contractual terms, applicable laws, codes, ordinances, and regulations. The incumbent assigned to this position oversees public works construction projects of varying scopes and complexities, obtains and reviews contractor proposals, ensures project costs fall within budgetary guidelines, and performs related technical and administrative duties as required. This class differs from a Senior Civil Engineer in that the Project Manager performs complex construction management for capital projects heavily focused on the construction phase of project delivery and related issues.

Infrastructure projects will include, but not be limited to traffic signals, paving, concrete, sidewalks, curb and gutter, storm systems, and sanitary sewer. Building projects will include but not be limited to building, plumbing, mechanical, and electrical codes.

SUPERVISION EXERCISED

Exercises direct supervision over contractors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develops or assists in the development of long-range and current planning efforts for public works capital improvement projects.

Coordinates the implementation and completion of construction and/or department capital improvement projects, working with consultants, community groups, staff, architects, engineers, contractors and/or inspectors.

Prepares and/or reviews bid specifications for City projects.

Obtains contractor proposals for City projects and insures completion of work.

Responsible for selecting and contracting with professional consultants, including preparation of RFQs and RFP's, contract negotiation, and administration.

Schedules design and construction work, administers contracts, arranges inspections, coordinates project development team, and serves as liaison between project staff, City departments, outside public agencies, consultants, contractors, and the community.

Prepares and administers project budgets and schedules. Assists in the preparation of capital improvement project grant applications.

Conducts field inspections on infrastructure projects, including but not limited to traffic signals, paving, concrete flatwork, sidewalk, curb and gutters, storm systems, and sanitary sewers.

Ensures that buildings and infrastructure are constructed in accordance with approved plans, specifications, safety requirements, and industry standards for quality workmanship.

Reviews and approves project expenditures and contractor invoices.

Negotiates the terms and costs of contract change orders.

Prepares comprehensive written and oral reports.

Responds to questions dealing with citizen inquiries.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, techniques, materials and equipment used in construction and architectural design.

Building and construction codes, and general understanding of Public Contract codes.

Computer applications relating to project management such as Microsoft Office Suite, and AutoCAD.

Principals of management, supervision, and training.

Principals of construction, inspection, project management, scheduling, and budgeting.

Public project implementation procedures, including permitting and environmental review.

Skills to:

Communicate clearly and concisely, both orally and in writing.

Prioritize work and meet deadlines.

Work independently with minimal supervision.

Ability to:

Establish and maintain effective and positive working relationships with contractors, consultants, community groups, the public, co-workers, subordinates, and supervisors.

Foster a teamwork environment.

Manage multiple projects from start to finish; ensure the effective implementation of project goals and objectives.

Read and understand construction drawings and specifications, and conduct constructability reviews and value engineering.

Maintain records and prepare reports.

Supervise, train, and evaluate assigned staff.

Minimum Qualifications:

Experience/Training:

Three years of recent, paid work experience in local government specializing in project management or program development including responsible analytical, technical, or administrative work in the area of public works, heavy civil or large commercial construction.

Education/Training:

Bachelor's degree in Civil Engineering, Architecture, Project Management, or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2023