

# PROJECT MANAGER / SENIOR PROJECT MANAGER

Approved: March 2018

FLSA: Non-exempt

Unit: Unrepresented Management



<b>Definition</b>
Under direction (Project Manager) or general direction (Senior Project Manager), plans and implements the delivery of capital improvement and/or other assigned projects. Responsible for one or more projects, or assigned aspect(s) of a larger project, of varying scope, diversity, and complexity. Develops project objectives, priorities, schedules, and budgets; prepares and delivers graphic, written and oral reports and presentations; prepares technical documentation to ensure delivery of intended product; tracks and manages expenditures; establishes and implements quality controls; maintains accurate project records; and ensures compliance with design intentions, regulatory requirements, and technical contract documents; and performs related work as required.
<b>Supervision received and exercised</b>
Receives direct or general direction from assigned supervisor or manager. May exercise direct and general supervision to lower-level staff, contractors, consultants, and temporary staff.
<b>Class characteristics</b>
<p><b>Project Manager</b> This is the entry-level classification in the Project Manager series. Initially under direction, incumbents perform a variety of project management duties while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is further distinguished from Senior Project Manager in that the latter is responsible for supervising assigned contractors and staff.</p> <p><b>Senior Project Manager</b> This is the full journey-level classification in the series. Positions at this level are distinguished from the Project Manager level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of contract administration, project management principles and supervisory practices.</p> <p>Positions in the Project Manager/Senior Project Manager class series are flexibly staffed and positions at the Senior level are normally filled by advancement from the Project Manager; progression to the Senior level is subject to management approval and is dependent on the incumbent (i) performing the full range of duties assigned to the Senior level, and (ii) acquiring the knowledge, skills and abilities necessary to meet the minimum qualifications for the Senior level of the series.</p>
<b>Examples of typical job functions (illustrative only)</b>
<p>Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.</p> <ul style="list-style-type: none"><li>• Performs construction management for CIP projects and oversee all construction related activities, including public relations, managing budget, providing management with updates and status reports, approving or coordinating design changes, and resolving conflicts.</li><li>• Manages public works projects including the planning, design, renovation and construction of buildings, parks, streets, utilities and other facilities owned and operated by the City.</li><li>• Assists in the development and application of City project delivery policies, following general guidelines or professional and administrative standards in accomplishing assignments.</li><li>• Assists engineers, maintenance and other colleagues to evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare reports of operations and activities.</li><li>• Prioritizes, coordinates and directs the work of project assignments and is responsible for quality, schedule and cost control.</li><li>• Regularly reports to supervisor and others in the City organization on the status of projects and other assignments; suggests, discusses and implements strategies to improve project delivery services.</li></ul>

- Performs project management activities which achieve, but are not limited to, planning, establishing, and executing: project performance and design objectives, schedules and budgets; regulatory compliance; process and project documentation.
- Evaluates the work effort required for projects and identifies the resources to provide that work effort; prepares and executes plan to retain required resources.
- Hires and supervises consultants retained to provide particular expertise for project studies, programming, development, design or management; participates in, or manages the selection, hiring, and development of contracts with consulting firms; negotiates contracts with outside consultants; acts as owner's representative for the City in directing consultants.
- Establishes project schedules and milestones; prepares, and communicates schedules and reports on progress of project activities; develops critical path or project flow diagrams to plan, set and evaluate progress on project tasks; timely communication of deviations from project schedule and proposes alternatives to align project activities with planned schedule.
- Plans and assists in establishing project budgets; tracks and reports on project expenditures; timely communication of deviations from project expenditure plan and proposes alternatives to align expenditures with budget.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, supplies, materials and equipment; monitors and controls expenditures.
- Interprets and applies relevant codes, ordinances, rules, and regulations.
- Oversees the preparation of project technical reports and design for approval/acceptance.
- Performs the contract administration activities which include, but are not limited to, plan and specification preparation and reviews, contract preparation and execution, contract change order approval, payment approval, dispute resolution, acceptance and bond release approval.
- Monitors engineering aspects of facility start-ups; ensures project start-up plans and required documentation are completed and coordinated with department personnel.
- Prepares project staff reports for City Council, Commissions, Committees and other advisory bodies.
- Makes presentations to the City Council, boards and commissions, and advisory committees and citizen groups.
- Monitors proposed legislation and regulations applicable to projects and program areas and coordinates compliance.
- Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Performs other duties as assigned.
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- Senior Project Manager: (in addition to the above)
- Plans, organizes, supervises, and reviews the work of assigned contractors and staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for City projects; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Performs the most complex project management duties and provides technical assistance to staff.

**Qualifications**

- Knowledge of
- Principles and practices of project management and capital improvements.
  - Methods, materials, and techniques used in the construction, design, extension, and maintenance of public works projects.
  - Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
  - Basic principles and practices of budget development, administration, and accountability.
  - Principles and practices of contract administration, negotiation and evaluation.
  - Principles of advanced mathematics and their application to project management work.
  - Occupational hazards and safety equipment and practices related to the work.
  - Safe driving rules and practices.
  - Modern office practices, methods, and computer equipment and applications.
  - English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### Ability to

- Participate in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct assigned project management activities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Read, and interpret, drawings, blueprints, maps, and specifications.
- Recognize discrepancies from as-built to contract specifications and recommend reconciliation.
- Negotiate and administer a variety of contracts.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### Senior Project Manager: (in addition to the above)

##### Knowledge of

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- The organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Departmental policies and procedures.

##### Ability to

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Analyze information and prepare reports for the City Council, City departments, and the public.
- Provide staff assistance to City and department management teams.

#### **Education and experience**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major work in Construction Management, Project Management, Engineering, Architecture, Public Administration or a closely-related field.
- Project Manager: Two (2) years of increasingly responsible experience in performing project management duties.
- Senior Project Manager: Five (5) years of experience in governmental project management; with at least one year of supervisory experience or two (2) years of experience at a level equivalent to the classification of Project Manager with the City of Menlo Park.

#### **Licenses and certifications**

- Possession of a valid California Class C driver license.

<b>Physical demands</b>
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around City buildings and facilities; strength, stamina, and mobility to perform light physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves walking and standing between work areas and to conduct inspections. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to perform work in an office environment and to conduct field work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.
<b>Environmental elements</b>
Employees partly work in an office environment and partly work in multiple facilities and in the field, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
<b>Working Conditions</b>
May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.