

PUBLIC WORKS PROJECT MANAGER

County of Calaveras

Range 4XX / Exempt

Established: June 2019

Revised:

DEFINITION:

Under direction, plans, coordinates, schedules, directs, and reviews the work of an assigned area within the Public Works Department. Oversees public involvement processes and directs the preparation of documents for the planning, financing, construction, operation and maintenance of various public works projects. Performs other work as required.

DISTINGUISHING CHARACTERISTICS:

This managerial level classification works independently in the performance of duties. Incumbents are expected to be knowledgeable in assigned area of responsibility (e.g., construction project management, federal grant programs, transportation and land use planning, etc.) May serve as technical adviser to one or more committees, act as liaison to outside regulatory agencies, or contract manager on large-scale projects.

EXAMPLES OF DUTIES:

- Supervises, assigns, plans, reviews, and/or evaluates the work of assigned subordinate staff; implements County, departmental and divisional policies, procedures, and service standards in conjunction with supervisor; evaluates workforce and resource needs of assigned staff; ensures adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Administers or manages complex contracts for major public works facilities or infrastructure; prepares contracts and ensures compliance with plans, specifications, applicable codes and regulations.
- Administers all documents associated with the acceptance of construction projects, such as filing Letter of Acceptance, Notice of Completion, releasing and/or calling bonds, punch list and other related legal or administrative documents.
- Negotiates contract revisions, changes, and additions; resolves construction disputes between the County and the contractor.
- Inspects and reviews projects to monitor compliance with applicable codes and other regulations and ensures they are completed on schedule and within budget, while avoiding construction claims.
- Obtains required permits and licenses; prepares, tracks, logs, and responds to various construction management documents and other project documentation.

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- Serves as a liaison between the individual County residents and the Public Works Department to provide technical direction for the public, citizen's groups, county employees and other governmental agencies regarding the functions, provisions and administrative processes.
- Manages consultant contracts for public works services (e.g. surveying, transportation planning, engineering); monitors projects, and documents related steps and procedures to ensure compliance with contract provisions.
- Creates formal reports and other related legal or administrative documents such as agendas, resolutions, memos, invoices, and letters regarding formation, assessment, and annexation/modification of County land.
- Prepares and presents reports for public dissemination; coordinates public meetings and confers with federal, state, and local governmental agencies, businesses, citizen's groups, vendors, and the public.
- Assists in the coordination of division activities including developing responses to community requests on road maintenance, capital improvement plans, and other infrastructure projects.
- Identifies alternative funding sources and coordinates grant and loan applications; secures funding, monitors and reconciles funds, and tracks results and expenditures.
- Researches, develops and recommends procedural guidelines for implementing changes in department policies, procedures, rules or regulations.
- Receives and develops appropriate responses to customer complaints and problems relating to department activities.
- Reviews regulatory materials to evaluate program impact; plans for and assists in the implementation of new systems, policies, procedures, or programs to meet legislative or other requirements.
- Coordinates and/or completes special projects and performs other duties as assigned by the Director.

SPECIAL REQUIREMENTS:

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

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MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness; operational characteristics, services, and activities of the Department of Public Works; applicable federal, state, and local laws, codes, and regulations; principles and practices of governmental planning and zoning; land development and engineering; road and bridge construction and maintenance; public relations principals and techniques; English language, usage, spelling, grammar, and punctuation.

Skill and Ability to:

Analyze, interpret and apply data, laws and regulations to various projects; plan, manage, complete, and evaluate complex work assignments and programs; Exercise initiative, ingenuity, maturity, political acumen, and sound independent judgment when making decisions; identify and assess complex problems, develop and evaluate alternatives, and recommend solutions; prepare and present concise and well organized written and verbal reports, both technical and non-technical in nature; speak effectively before groups and organizations; exhibit courtesy, diplomacy, and tact when communicating with others; work independently, prioritize work, coordinate activities and meet critical deadlines; develop and maintain cooperative, effective working relationships with others; apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met; Exercise discretion and maintain confidentiality of information.

EDUCATION, TRAINING 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:

Bachelor's degree in engineering, construction management, planning, architecture, environmental studies, business, public administration, or a related field. Three years of professional experience with a public or private agency in a field related to engineering, construction, land use, planning, transportation, or public works project management.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility to work in a standard office environment; use standard office equipment; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual

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dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large documents holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

OTHER REQUIREMENTS:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.