

## CITY OF CAMPBELL

### SENIOR PUBLIC WORKS PROJECT MANAGER

#### DEFINITION

Under general direction of the City Manager or his designee, this position supervises development and implementation of a significant Capital Improvement project; oversees engineering/construction project management work for capital projects and facility upgrades; ensures that project schedules, cost and overall quality performance objectives are met; coordinates, manages, and monitors the progress of assigned projects and programs at all stages of development to ensure timely/efficient/cost effective projects; and performs related work as required.

#### TYPICAL DUTIES

Manage large Public Works projects including the planning, design and construction of buildings, parks, streets, utilities and other facilities owned and operated by the City, assist in the development and application of City project delivery policies, following general guidelines or professional and administrative standards in accomplishing assignments, prioritize and direct the work of project assignments and be responsible for quality, schedule and cost control; work closely with the City Engineer to coordinate project work, regularly report to others in the City organization on the status of projects and other assignments; suggest, discuss and implement strategies to improve project delivery services, perform 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; reporting the status, evaluate the work effort required for project and identify the resources to provide that work effort; prepare and execute plan to retain required staff and/or consultant skills, hire and manage consultants retained to provide particular expertise for project studies, programming, development, design or management; participate in, or manage the selection, hiring, and development of contracts with consulting firms; negotiate contracts with outside consultants; act as owner's representative for the City in directing consultants, plan and coordinate with others in establishing project schedules and milestones; prepare, and communicate schedules and report on progress of project activities; develop critical path or project flow diagrams to plan, set and evaluate progress on project tasks; timely communication of deviations from project schedule and propose alternatives to align project activities with planned schedule, plan and coordinate with others in establishing project budgets; track and report on project expenditures; timely communication of deviations from project expenditure plan and propose alternatives to align expenditures with budget, participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, materials and equipment; monitor and control expenditures, interpret and apply relevant codes, ordinances, rules, and regulations, oversee the preparation of project technical reports and design for approval/acceptance, perform 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, monitor engineering aspects of facility start-ups; ensure project start-up plans and required documentation are completed and coordinated with Operations and Maintenance Department personnel, prepare project staff reports for City Council, Planning Commission, and other advisory bodies, make presentations to the City Council, boards and commissions, and advisory committees and citizen groups, build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service and perform related work as required.

## EMPLOYMENT STANDARDS

**Education and Experience:** Equivalent to a Bachelor's degree from an accredited college or university in civil engineering, landscape architecture, architecture, construction management, or other relevant degree; and five to seven years of increasingly responsible technical and professional work experience with complex municipal design and construction projects, including two years of performing increasingly responsible project management functions.

**Knowledge of:** Principles and practices (General knowledge of) civil engineering and/or landscape architecture and/or architecture; capital improvements, principles and practices of project management, principles and practices of management and supervision, English punctuation, language mechanics and spelling, contract negotiation and administration; conflict resolution techniques, principles of budget development and monitoring including development of control measures to remain within budget, personal computer systems and applications, principles and techniques for persuasive presentation of ideas and concepts in both oral and written formats.

**Ability to:** Prepare and administer project budgets; negotiate and administer a variety of contracts, develop and maintain positive relationships with community leaders, organizations, businesses, and staff; coordinate a variety of projects and activities inter-departmentally and with outside agencies, plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas, analyze and solve problems of a complex nature; analyze complex technical and administrative information and problems, evaluate alternative solutions, and recommend or adopt effective courses of action, supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures, maintain knowledge of and adherence to city and departmental and state safety standards, communicate

effectively and persuasively in both oral and written format, speak in large and small group settings; conduct staff meetings, prepare and analyze comprehensive reports, exercise sound independent judgment within general policy guidelines, exercise judgment in reading and interpreting drawings, plans, and specifications; read and understand regulations, policies, and procedures; intermittently, sit while studying or preparing work papers, drawings or working at computer equipment; bend, squat, stand, climb, kneel, and twist while performing field work; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 50 pounds or less; know and understand operations, observe safety rules; intermittently, analyze processes, interpret plans, remember processes, understand verbal and oral instructions, and explain procedures; make accurate mathematical calculations; and solve mathematical problems; establish and maintain effective working relationships with those contacted in the performance of required duties.

Possession of:

Valid California Driver's License.