

CITY OF CLEARLAKE

PUBLIC WORKS CONSTRUCTION PROJECT MANAGER

DEFINITION

Under general direction, provides oversight and management of Public Works construction projects; oversees project and materials inspection and testing for City construction projects and private construction which comes under the jurisdiction of the City; ensures maintenance of established quality control standards for construction projects; assists with the design and review of Capital Improvement Projects; and performs related duties as assigned.

SUPERVISION EXERCISED

Receives general direction from assigned supervisory staff. Exercises direct or general supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serves as project manager for a variety of construction projects, including maintenance of proper project documentation.

Meets with contractors to discuss project and contract requirements.

Directs and participates in field inspections of work in progress.

May correct or modify project designs to promote successful completion of quality construction.

Approves progress payments.

Reviews, signs, and approves change orders.

Directs the proper sampling and testing of construction materials.

Provides supervision, training, coordination, scheduling, and work evaluations for assigned staff.

Develops and maintains data on construction projects.

Prepares and presents a variety of reports on construction related issues.

Serves as a liaison with other departments and agencies concerning construction requirements and issues.

Provides consultation to City management, elected officials, and the public on federal, state, and local rules, regulations, and requirements related to construction.

Provides input on the development of the unit budget.

Works with other agencies and City departments concerning construction project design and plan reviews.

Represents the Public Works Department in a variety of forums, as delegated.

OTHER JOB RELATED DUTIES

Responsible for the coordination and oversight of Public Works construction projects.

Responsibilities also include ensuring proper inspection of construction projects, including private projects which come under the jurisdiction of the City.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

Principles and practices of leadership.

Principles, practices, and methods of design and construction, especially as applied to Public Works construction projects and projects which come under the jurisdiction of the City.

Laws, rules, regulations, and ordinances impacting construction in the City of Clearlake.

Construction methods, materials, and equipment.

Construction project management.

Basic knowledge of engineering principles.

Contract administration.

Proper inspection methods and procedures.

Research and statistical methods.

Computer equipment and software applicable to construction project administration.

Proper English spelling, grammar, and punctuation.

Customer service principles and techniques.

Written and oral communications skills.

Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.

Principles and techniques for working with groups and fostering effective team interaction.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned area(s) of responsibility.

Coordinate and oversee public works construction projects.

Ensure proper inspection and completion of private construction projects which come under the jurisdiction of the City.

Provide input for plans, designs, and specifications for public works construction projects.

Administer contracts.

Prepare comprehensive reports.

Analyze and evaluate construction project data and information, developing sound recommendations.

Develop accurate records, sketches, and notes.

Oversee and perform construction inspections, ensuring compliance with contracts, plans, and specifications, and proper use of quality materials.

Make accurate engineering calculations.

Effectively represent the Public Works Department with the public and other government agencies.

Communicate clearly and concisely, both orally and in writing.

Regularly work well under pressure, meeting critical deadlines.

Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience and Training Guidelines:

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

Experience:

Five (5) years of full-time increasingly responsible experience in the development and oversight of construction projects, including experience in project administration.

Training:

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in engineering is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, and lift 25 lbs.; exposure to noise, outdoors, confining work space, and dust. May require local and statewide travel as necessary.