CITY OF LAKE FOREST PARK
JOB DESCRIPTION

Title: Project Manager
Reports to: Director of Public Works
FLSA Class: Non-Exempt
Department: Public Works
Position Type: Full-Time
Effective Date: June 2025

Position Purpose

Under the direction of the Public Works Director, the Project Manager is responsible for the successful completion of various Public Works projects and performing other administrative duties related to project management and contract administration. Responsibilities include managing resources, timelines, and budgets; administering projects from inception to completion including design, review, scheduling, public input and meetings, bidding, and contract management. Coordination, oversight, and execution of the delivery of assigned projects includes capital improvement, facilities, and other public works projects.

Duties require strong collaboration and communication with internal and external stakeholders, including other departments, elected officials, public agencies, vendors, contractors, and consultants. Responsibilities have a significant impact on the department's operations, budget, and customer satisfaction.

Essential Functions

I. Contract and CIP Administration

- Oversee the services of professional consultants and contractors; determine project scope; prepare requests for proposal and project scope of work; review, evaluate and recommend consultants; negotiate contracts; monitor consultant services to ensure compliance with contractual obligations and approved budgets.
- Manage the public bid process and contract signing procedures; prepare bid tabulations and conduct pre-construction meetings, as necessary.
- Manages the workflow and prioritization of assigned projects and takes appropriate remedial action when necessary.
- Assist with the administrative aspects of biennial CIP updates including internal call for projects, scoring, and costing projects, and updating and publishing CIP documents and related materials.

II. Project Administration / Management

- Compile and maintain accurate project schedule(s). Monitor and coordinate activities of contractors, consultants, committees, community organizations and users to keep projects on planned schedule.
- Oversee in-house projects and/or consultant development of plans and schedules for timely coordination with outside parties ensuring project milestones are met and projects are delivered on time.
- Control project costs: monitor and track project budget spreadsheets and payments to consultants and contractors; work with Finance to establish anticipated cash flow for projects; alert appropriate stakeholders when problems with the approved budget may be developing.
- Prepare project presentations for review and/or approval of subject project at Council Meetings and Budget & Finance Committee Meetings.
- Manage and track the close-out phase of construction contracts and the documentation required for final project approval.
- Prepare a variety of business, technical and standard correspondence including staff reports, contracts, funding applications, agreements, memoranda, meeting agendas, and related documents; utilize specialized business, engineering, and software applications to develop and design maps, charts, and graphics.
- Provide information to the public and other Governmental agencies regarding construction projects; respond to questions and resolve complaints; prepare project notifications correspondence to

residents, businesses, and organizations impacted by projects.
- Facilitate the timely review of design plans by other utility and regulatory agencies.
- Participate in preliminary field surveys and the inspection of capital improvement projects.
- Coordinate project development, implementation, and sequencing activities with City staff, local and regional government public agencies, e.g., Washington State Department of Transportation (WSDOT), and private business organizations with a mutual or cooperative interest in assigned projects; prepare correspondence to present the City's capital improvement program objectives.
- Review engineering and architectural design and construction plans, drawings, specifications, contract documents, cost estimates and related documents prepared by consulting engineers, architects, and contractors for compliance with professional and City standards and practices: coordinate reviews with other departments and agencies.

III. Financial Coordination

- Participate in pursuing grants and other funds necessary to support the Capital Improvement Program.
- Monitor and track local, state, and federal grants and loans for capital improvement projects for compliance purposes; work with granting agencies to prepare project agreements and submit timely reimbursement requests.
- Ensure proper documentation of compliance with funding requirements, including environmental, prevailing wage, material testing and approval, and award procedures, right of way acquisition, and eligible project costs.

IV. Other (as determined by the Director of Public Works)

- Coordinates project activities with other staff, city departments, and county and state agencies.
- Participates as an active member in City committees and interdepartmental/interagency work groups.
- Performs other duties as needed.
- Attendance outside of normal work hours may be necessary.

The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to follow any other job-related instructions and perform any other job-related duties requested by his or her supervisor.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and Experience

Required:

- Bachelor's degree in construction management, civil engineering, or a related field AND at least three years of project management experience OR equivalent education/experience.
- Valid Driver's License upon hire and ability to maintain insurability with the City.

Preferred:

- Prior experience in contract administration and/or administration of public works projects within the public sector.
- Prior grant writing experience.
- PMP and/or CM Certification.

Knowledge, Skills, Abilities

Knowledge of:

- Principles, practices, regulations, and techniques of architectural/engineering design and construction practices in related disciplines such as architectural, civil, structural, or mechanical.
- Knowledge of related Washington state building construction regulations, Federal, State and local codes and regulations and other pertinent safety rules and regulations.
- The development process including site planning, basic engineering needs and architectural design principles.
- Basic understanding of planning for capital improvements projects.
- Site design principles and theory.
- Public relations and interpersonal skills using tact, patience and courtesy.
- Research methodology as applied to the collection and analysis of project data.
- Research methods and ability to compile and analyze original data.
- Proficient knowledge of Cartography and computer mapping programs such as ArcGIS.
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel and Outlook.
- Working knowledge of modern administrative office procedures, methods and equipment.

Skill in:

- Strong organizational, problem-solving and interpersonal skills.
- Customer service, problem-solving and conflict resolution strategies.
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.
- Using initiative and independent judgment within established guidelines.

Ability to:

- Participate and work effectively in an organization committed to treating all people in a fair and impartial manner.
- Report for scheduled work with regular, reliable and punctual attendance.
- Apply Project Management industry standards and practices in the areas of project planning, coordinating, budget management, scheduling and monitoring.
- Effectively communicate, both written and verbally; correct usage of English grammar, spelling, punctuation and vocabulary.
- Read, interpret, apply and explain plans, regulations, policies and procedures.
- Read and interpret engineering and architectural site plans.
- Provide a high level of customer service to members of the public.
- Communicate effectively with individuals and groups regarding issues or regulations.
- Work on several projects or issues simultaneously with a high degree of reliability, accuracy, and productivity.
- Work independently or in a team environment as needed.

Working Conditions / Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The position works in a standard office environment; field inspections are performed in all weather conditions. Evening work is frequently required, and weekend work may be necessary on occasion. The noise level in the work environment is usually moderate.