

PROJECT MANAGER

JOB DESCRIPTION

Classification Responsibilities: Under the general direction of the City Engineer, Assistant City Engineer, or Deputy Engineer, a Project Manager coordinates and manages capital improvement projects from the design phase through the construction and warranty phase; also performs related work as required.

Distinguishing Features: Employees in this class perform the full-range of professional engineering duties including acting as the City's technical representative in all civil engineering-related areas involving storm drainage, streets, utilities, building systems, parks, etc. Assignments are broad in scope and require the use of independent judgment and initiative in making technical and supervisory decisions of considerable difficulty. This class also represents the City on assigned projects involving state and federal agencies, private utility companies, and municipalities. During the project design phase, the Project Manager has responsibility for administering design contracts with outside consultants and coordinating design activities with all City departments and outside agencies. During the construction phase of the project, the Project Manager administers the construction contract and oversees various outside consultants. Responsibilities also include ensuring compliance with contract specifications. This class may act as lead over other engineering professionals or supervise a staff of engineering paraprofessionals or technicians, providing technical expertise, guidance, and leadership for a work group. This class is responsible for performing related duties as required. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Construction Management, or related field. Extensive (5+ years) engineering design and construction project management experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Registration as a Professional Engineer is desirable. Supervisory experience is preferred. Experience with alternate project delivery methods, such as Construction Manager at Risk (CMAR) and Job Order Contracting (JOC) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, contractors, consultants, other City employees, vendors, suppliers, management, public officials, and others in order to successfully complete capital improvement projects.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures; federal regulations such as the Environmental Protection Agency (EPA), Department of Transportation (DOT), Federal Highway Administration (FHWA), and Corps of Engineers; state regulations such as Arizona Department of Environmental Quality (ADEQ) and Arizona Department of Water Resources; and other standards, regulations, and guidelines. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to and from job sites. Operates a variety of standard office equipment such as a personal computer, copier, and telephone. Ability to enter and/or extract data or information into and/or from a personal computer and other similar equipment in order to prepare reports, evaluate data, perform calculations, prepare drawings, and other related duties. Prepares and distributes material including plans, specifications, and reports for distribution or mailing to other agencies, other City departments, and public consultants. Moves material including plans, specifications, and files for distances of up to 50 feet using carts. Works in a variety of weather conditions while inspecting projects and supervising subordinates. Works in small, cramped areas while inspecting manholes, vaults, and inside framework. Works at elevated levels up to thirty feet while inspecting bridges, pump stations, and buildings.

Mental: Plans, organizes, directs, and administers project designs and construction contracts. Supervises and evaluates the work of subordinate personnel including drafting, digitizing, design, calculations, utility coordination, inspections, testing, and problem resolution. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems by analysis, review with involved parties, and developing and evaluating alternatives. Coordinates with federal and local agencies. Assists in developing departmental policies and procedures; short- and long-term objectives; or other plans, standards, and formats. Conducts research and analyzes data such as regulatory standards, as built drawings, reviews claims quantities, and operations data. Performs mathematical calculations, statistical computations, financial and cost analysis, and design calculations. Assists in preparing section budget as it relates to capital improvement projects. Comprehends and makes inferences from written material including specifications, change orders, etc. Estimates labor and material costs from documents and evaluates contractor's proposals. Learns job-related duties through on-the-job training regarding new rules and procedures. Learns job-related procedures in a classroom setting regarding new federal, state, and local regulations concerning new methods or technologies.

Knowledge and Abilities:

Knowledge of:

public works design, standards, materials, and construction;
the principles and practices of civil engineering, and the methods and techniques used in the design and construction of capital improvement projects;
federal, state, and local regulations and codes, and the engineering standards pertaining to the design and

construction of the projects assigned;
alternate project delivery methods, such as Construction Manager at Risk (CMAR) and Job Order Contracting (JOC);
symbols and terminology used in engineering drawings; and
project planning, scheduling, and budgeting.

Ability to:

determine, upon receipt of project, the approach taken for completion, including elements to be assigned to subordinate personnel;
direct the research and compilation of data necessary for the fulfillment of project objectives;
coordinate related work flow with City staff, consultants, contractors, and outside agencies;
supervise a project team by assigning work, selecting work methods, answering questions, and reviewing and approving work performed by professional and paraprofessional team members;
assist team members in the resolution of design and construction problems;
review and interpret construction plans for compliance with standard engineering practices;
provide general engineering advice to other City departments and to the general public;
prepare oral and written reports to the City council, civic groups, and various levels of City management;
initiate and conduct meetings for assigned projects;
establish and maintain effective working relationships with City officials, other professionals, contractors, coworkers, and the general public;
monitoring project status, schedules, and budget constraints;
determine adherence to specifications on a variety of construction jobs, and communicate effectively and persuasively with contractors, consultants, and outside agencies in securing compliance with specifications, plans, and ordinances;
apply fractions, percentages, ratios and proportions, algebra, geometric constructions, and the essentials of trigonometry;
work quickly and accurately under pressure to meet deadlines for project completion;
write project special conditions, change orders, construction notes, or related information clearly so there is little possibility of misinterpretation by contractors; and
compute quantities and make cost estimates.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ENG

INCREMENTS 43

PAY RANGE: 57

IND-9410

SWORN-No