DEVELOPMENT SERVICES PROJECT MANAGER

JOB DESCRIPTION

Classification Responsibilities: Under general direction from the Department Director, a Development Services Project Manager is responsible for initiating, coordinating, and managing the implementation of a wide variety of projects that may be related to land use planning, economic development, sustainable and low impact development, energy conservation, and smart growth principles. This class may be responsible for the following: functions as the department's representative and central point of contact for project management activities; facilitates evaluation of initial conceptual designs and provides City code and policy requirements to project owners and their representatives; facilitates resolution of master planning and development challenges in collaboration with Department Deputy Directors and the Directors of other affected departments; negotiates project schedules and monitors plans and policies; establishes a positive and customer service focused working environment to resolve various development related challenges; coordinates the evaluation of development alternatives and facilitates collaboration on the selection of viable consensus-based solutions to technical and operational challenges; facilitates mutually beneficial outcomes for complex agreements between land owners, developers, utility companies and the City; functions as the lead for implementation of requirements for low-impact development in conformance with the City's National Pollutant Discharge Elimination System permit; identifies new voluntary or mandatory programs and codes to meet the required criteria; conducts highly effective public and stakeholder outreach efforts; administers consulting contracts; manages Department of Energy technical assistance grants; represents City's interests at regional meetings; prepares and presents reports of findings and recommendations for implementation to City departments, the City Manager's Office, Council sub-committees, and the City Council as a whole; and develops cost estimates and coordinates budget projections with the Department Director.

Distinguishing Features: Employees in this class perform the full-range of professional duties including acting as the department's representative in all areas related to on and off-site improvements for private development. Assignments are broad in scope and require the use of independent judgment and initiative in making decisions of considerable difficulty. This class may act as lead over other technical professionals and, on an as-needed basis, may supervise or oversee a team of professionals, paraprofessionals, or technicians providing technical expertise, guidance, and leadership. 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. Graduation from an accredited college or university with a Bachelor's Degree in Architecture, Engineering, Urban Planning, Construction Management, Public or Business Administration, Sustainability, Environmental Resources, or a related field. Four years of full time commercial, industrial, governmental, or residential development project management experience and working with public stakeholder groups.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Master's Degree in related field or MBA/MPA is desirable. LEED certification(s) and experience dealing effectively with the general public and development industry professionals is highly desirable. Some (6 months - 1 year) supervisory or lead experience is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, public officials, developers, business owners, contractors, and technical staff in order to explain policies and codes, resolve complex technical issues, negotiate complex agreements, communicate needs of multiple parties, and explain projects. May instruct and/or train appropriate staff, City management, contractors, architects, and engineers regarding code, regulations, safety policies, inspections practices, and City policies. Prepares written documents such as white papers, memos, detailed analytical documents, management and status reports, letters, policy and/or procedure statements, ordinances, and interpretations with clearly organized thoughts using proper sentence structure, punctuation, and grammar. This position requires a unique blend of independence; in-depth knowledge of City operations, policies, and goals; and the ability to manage many different tasks and projects at the same time while keeping all interested parties appraised of progress and engaged in creative problem solving to achieve the desired results. The ability to use sophisticated technology applications to facilitate multi-party discussions from remote locations and maintain documentation in a readily available format is a key component of successful project management involving numerous City departments and outside attorneys, contractors, developers, and owners.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, and federal, state, and City regulations as they pertain to property development, energy conservation, and sustainable growth principles. Inspects and evaluates information and property development plans to determine compliance with prescribed state, federal, and City regulations and to identify and suggest high quality building standards. Inspects, monitors, and evaluates work related information and conditions to determine compliance with prescribed operating and safety codes. Operates office equipment, computer, and other electronic equipment to research information, analyze data, and prepare reports. Operates a motor vehicle requiring a standard Arizona Driver's License to visit project sites and to attend regional and statewide meetings. Moves construction plans (maximum weight 40 pounds) for distances of up to 60 feet to review and file plans. Meets scheduling and attendance requirements.

Mental: Assigns work to personnel as needed for completion of projects to meet established timelines and goals. Resolves procedural and other work-related problems in a team effort by interpreting and applying applicable codes and policies. Coordinates work activities and program functions with other cities, departments, and agencies. Assists the Department Director in developing department and City policies and procedures, and short- and long-term objectives regarding adopting new codes and regulations. Comprehends and makes inferences from written material such as federal and state regulations, best practices, and new concepts related to specific project assignments.

Knowledge and Abilities:

Knowledge of:

applicable construction codes and related laws and ordinances as adopted by the City of Mesa;
principles and practices of public administration, personnel administration, supervision, continuous quality improvement, customer service, and public meetings and hearings;
construction, nuisance, environmental, and zoning codes, ordinances and development requirements as adopted by the City of Mesa;
subdivision design principles and land use relationships;
leadership and team styles and skills;
computer software applications (example: word processing, database, spreadsheet, etc.);
modern methods related to sustainable development and low-impact design and techniques as applied to design and construction of both large and small development projects;
construction or buildings permit issuance policies and procedures;
construction or engineering trade codes and terminology;
the construction and zoning codes, ordinances, and development requirements as adopted by the City of Mesa including the format, content, and purpose;
building construction materials, methods, building trade codes, and terminology;
construction codes and related laws and ordinances as adopted by the City of Mesa including the format, content, and purpose; and
site planning and building design concepts.

Ability to:

establish leadership and innovative direction for assigned projects;
direct the research and compilation of data necessary for the fulfillment of project objectives;
coordinate related workflow with City staff, consultants, contractors, and outside agencies;
lead 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;
provide general construction advice to other City departments and to the general public;
prepare verbal and written reports to the City council, civic groups, and various levels of City management;
initiate and conduct meetings for assigned projects;
monitor 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;
work quickly and accurately under pressure to meet deadlines for project completion;
establish and maintain effective working relationships with City officials, other professionals, contractors, coworkers, and the general public; and
partner with other City units, departments, and outside entities to review and make recommendations to improve work processes.

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.

Revised 1/21
MJ/kg/kc
CS5213.DOCX
EEO-Prof
JOB FCTN-ADM
INCREMENTS 44-200

PAY GRADE: 55
IND-9410
SWORN-No