

CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: **Projects Manager**
Department: Development Services

Job Classification: Unclassified
Position Wage Range:
\$52.25 start – 66.69 max
(Step 173)

POSITION PURPOSE: Under the direction of the City Manager, is responsible for performing work related to planning and managing capital improvement projects related to either infrastructure or facility projects. Duties include: proposing new projects, developing scope; performing design development and review; manage the bid process and procurement; managing coordinating construction activities; inspection of construction activity, finance reporting, capital project close out reporting; performing updates on general design standards; special projects; provides highly responsible and technical staff assistance; performs related duties as required. Directs the work of other staff, outside consultants and contractors, and other agencies.

REPORTS TO: Director of Development Services

EXAMPLES OF RESPONSIBILITIES (may include, but not limited to):

- A. Serves as project lead and may supervise one or more positions.
- B. Manages Capital Improvement Plan projects, including construction activities, which includes: proposing new projects; presenting projects to applicable advisory committees for review and approval; composing and assembling construction contracts, plans, and related documents; advertising, bidding, evaluating, negotiating, and executing professional consultant contracts; performing the full range of project management responsibilities; reviewing plans and specifications; performing site inspections; managing, directing, and coordinating consultant engineering and architectural design; ensuring compliance with applicable laws, codes, ordinances, and regulations inspecting the construction projects; processing contractor payments; complete financial reporting; facilitating meetings with residents, businesses, and/or other interested parties; researching, analyzing, and resolving construction and project problems; processing change orders; and/or, performing other related activities. Manage the closeout of the capital projects.
- C. Direct and participate in the development and implementation of goals, objectives, policies, and priorities.
- D. Plans and manages all aspects of project design, development, and implementation including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.
- E. Participates in inter-departmental project development, review, and coordination, which includes: working with internal departments in developing project scope,

- budget, feasibility analysis, design, and construction issues; responding to building inspection comments; monitoring compliance with applicable City standards related to design, equipment, and material construction products; and/or, performing other related activities. Establish, improve, and coordinate the plan checking of building inspection procedures of the City, and evaluate the needs for and develop plans and schedules.
- F. Responds to a broad range of requests for information, service, concerns, or complaints from citizens, businesses, government agencies, and/or other interested parties regarding a variety of engineering-related issues. Gathers and analyzes data in order to respond to complaints from citizens. Makes recommendations for solutions based on research findings.
 - G. Reviews engineering and financial performance reports. Oversees inspections and verifications work of engineering staff, and the contractor during construction. Reviews and recommends approval of change orders.
 - H. Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.
 - I. Present materials at City Council, Planning Commission, other Boards and Commission and at professional and public meetings as required.
 - J. Reviews operational procedures to ensure compliance with applicable policies and quality control standards as well as to ensure currency in technique; recommends and initiates changes to departmental procedures, policies, and regulations including engineering design standards.
 - K. Initiates and participates in the preparation of departmental budget; monitors expenditures and makes recommendations on staffing and equipment.
 - L. To assist Public Works, Planning, Engineering, Building, Utilities, and Fire as directed.
 - M. Maintain a high level of public relations.
 - N. Serve as staff and provide recommendations to the Hearings Bodies.
 - O. Performs a variety of administrative and professional activities in support of departmental operations and goals.
 - P. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

- A. The position requires advanced professional knowledge of the theory, principles, and practices of civil engineering including design, cost, construction materials and techniques, and regulations. In addition creative skills that improve overall project results are desirable.
- B. Requires specialized knowledge of public works project management principles, processes, systems and techniques.
- C. Requires knowledge of public works project funding sources and budgeting, objective development and work planning and scheduling.
- D. Knowledge of Principles of structural design, engineering mathematics, and architectural plan review.
- E. Requires the ability to plan, organize, assign, coordinate, review and evaluate the work of engineers, architects, and contractors.

- F. Requires the ability to interpret and apply complex rules, regulations, laws and ordinances.
- G. Requires the ability to analyze technical design engineering, construction engineering and surveying problems.
- H. Extensive knowledge of engineering principles, methods, and practices as applied in the planning, design, and construction of municipal public works; laws and regulations governing the design and construction of streets, water systems capital projects, and other public works, principles of supervision and office management.
- I. Requires sufficient human relations skill to convey technical engineering concepts; to “sell” project concepts; to facilitate, lead, and guide performance of professional, trades, and technical employees; and to work cooperatively with internal and external customers.
- J. Considerable knowledge of the methods employed in the preparation of land development projects, contract agreements, plans, specifications, procedures, and forms associated with public works projects and laws and processes relevant to the establishment of assessment districts.
- K. Ability to analyze, interpret, and checks complex plans, specifications, calculations, laws, and regulations.
- L. Communicate clearly and concisely, orally, and in writing.
- M. Establish and maintain cooperative relations with City staff, and public and private organizations.
- N. A bachelor’s degree in Civil Engineering, and five (5) years of increasingly responsible experience in the field of civil engineering, including three (3) years of increasingly responsible experience of a supervisory, administrative, or professional nature in the design, construction, and inspection of public, commercial, industrial, or residential buildings.

Special Requirements

- Possess a certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers or equivalent work experience.
- Must possess a valid driver’s license and a satisfactory driving record.
- Receive satisfactory results from a background investigation, physical examination which includes a drug screening, and administrative review, which meet the established qualifications standards.
- Achieve Project Management Professional (PMP) Certification within one year of employment.

General:

- This classification description is not intended to be all-inclusive, and employee will also perform other reasonable related duties as assigned by management as required.
- The City reserves the description does not constitute a written or implied contract of employment.