

RESOLUTION NO. 1271

A RESOLUTION revising the job title and duties of the
Public Works Project Manager.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

SECTION I

Effective June 1, 2013, the Public Works Project Manager job title shall be revised to
Project Manager.

SECTION II

Effective June 1, 2013, the job description for the Project Manager shall be per the
attached Exhibit "A".

Adopted at a regular session of the Council of the City of Camas and approved by the
Mayor this 3RD day of June, 2013.

SIGNED: _____


Mayor

ATTEST: _____


Clerk

APPROVED as to form:



City Attorney

PROJECT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under general direction of the Engineering Manager and Community Development Director, to lead, oversee, direct and monitor the progress and assist in the execution of public and private infrastructure improvements and capital projects and the planning, scheduling, coordinating, tracking and administration thereof; to supervise and participate in the inspection and surveying of public and private infrastructure improvements; to review new community development plans for conformance with City standards; and to provide highly complex and administrative support to the Engineering Manager and Community Development Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Monitor the progress and assist in the execution of private and public infrastructure or capital projects including project planning, scheduling, coordinating, tracking and administration; conduct pre-construction meetings as necessary; administer project from inception to completion including design, review, public meetings, bidding, construction management and project completion.

Serve as liaison with City staff, developers, engineers, consultants, local business owners, community groups, the general public and external agencies on proposed development projects; develop project scope, specifications and timelines; set priorities; assign work tasks and oversee the services of consultant staff; facilitate and ensure projects and issues are completed or resolved in a timely and efficient manner.

Determine preliminary estimate for project costs and develop budgets; forecast funds needed for contracted services, staffing, equipment, materials and supplies; develop cash flow schedule; monitor projects for compliance with approved budgets.

Supervise projects and participate in the inspection of projects; conduct preliminary field surveys and prepare engineering estimates for location and type of improvement.

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; negotiate change orders with contractors; coordinate reviews with other departments and agencies.

Oversee the services of professional consultants and contractors; determine project scope; prepare request for proposal and project specifications; review, evaluate and recommend consultant; negotiate contracts; monitor consultant services to ensure compliance with professional engineering standards, mandated rules and regulations, contractual obligations and approved budget.

CITY OF CAMAS
Project Manager (Continued)

Coordinate project development and implementation activities with local and regional government public agencies and private business organizations with a mutual or cooperative interest in assigned projects; prepare and conduct presentations and other forums to communicate and present the City's capital improvement program goals and objectives.

Prepare a variety of business, technical and statistical 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.

Serve as staff on a variety of boards, commissions and committees involved in the development, adoption and implementation of City and regional Capital Improvement projects; serve as City representative or advisor on assigned committees.

Provide information and assistance to the public, engineering consultants and other agencies regarding public works projects and operations.

Lead, plan and assist in the review of the work of employees; participate in the selection of engineering staff; ensure appropriate staff training; verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards; work with employees to correct deficiencies.;

Plan, direct and participate in scheduling, coordinating and assigning applicable projects to assigned employees

AUXILIARY FUNCTION STATEMENTS

Design capital projects utilizing appropriate computer programs and software.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal capital improvement program.

Principles and practices of architecture.

Principles and practices of civil engineering.

Methods and techniques of land surveying.

Principles and practices of project management and administration including contract negotiation and budget development and control.

Methods, techniques, tools and equipment used in the construction of capital improvement projects.

Principles and practices of supervision and training.

Advanced mathematical principles as applied to engineering design.

CITY OF CAMAS
Project Manager (Continued)

Applicable codes and regulations governing the construction of public works projects.

Principles and practices of business correspondence and technical report preparation.

Municipal, legislative and government processes as they relate to capital improvement project design and construction.

Modern office procedures, methods and equipment including computers and supporting word processing, spreadsheet applications, and specialized architectural or engineering software programs.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Provide independent project management support to the City's capital improvement program.

Monitor the progress of assigned projects and ensure completion according to established schedules.

Interpret and apply applicable Federal, State and local laws, codes and regulations.

Read and interpret plans, specifications and drawings.

Perform land surveying duties and prepare accurate calculations for construction designs.

Lead, organize and assist with the review of assigned staff.

Inspect public works projects for conformance with plans and specifications.

Prepare clear and concise administrative and technical reports.

Prepare contract specifications and scopes of work.

Prepare and negotiate fees.

Oversee the work of professional consultants and contractors.

Prepare, review, interpret and analyze architectural and engineering plans, drawings, specifications, contract documents, and capital improvement reports for conformance to professional standards and approved budgets.

Interpret and explain current and proposed projects to the business community and the general public.

Coordinate activities with internal and external agencies and commissions.

Serve as City representative on local and regional committees and commissions.

Perform accurate and complex mathematical calculations.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines

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

Education:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

Experience:

Four years of increasingly responsible professional engineering experience.

License or Certificate

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment.

Mobility: Walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read construction plans, specifications and drawings.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.