



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Public Works Project Manager

**Department: Public Works Reports to: Public Works Director/City Engineer Pay Grade H14
Date Established: 3/2017 Date Modified: 12/2017 FLSA Status: Exempt**

CLASSIFICATION SUMMARY

The Public Works Project Manager plans, coordinates, directs and oversees a wide variety of citywide capital projects, services, and activities. The job requires extensive coordination and communication efforts to monitor construction projects from initial design stages through completion. The Public Works Project Manager supervises technical construction work and prepares and administers project contracts, budgets, plans, schedules, and design specifications for single or multi-phased capital improvement projects, the position also provides construction-related oversight services ensuring projects are coordinated and completed within schedule and budget while adhering to local, state and federal standards, environmental and construction safety guidelines, and best management practices.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in construction and high traffic areas. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Coordinates and manages the construction of public works and park projects including street, water and wastewater system improvements, storm drainage facilities, park facilities, and buildings through the use of consultants, contractors, and City staff. Develops and evaluates RFQs, RFPs, Scopes of Work, and PS&E, coordinates and submits NOIs and NOTs and issues Notices to Proceed and Notices to Suspend Work in conjunction with the Purchasing Agent. Inspects construction in progress and upon completion to verify compliance to verify compliance with contract conditions, specifications, codes and timelines and to authorize payment.

Performs construction document and engineering plan reviews to assure compliance with City codes, plans, ordinances, and engineering and construction practices and standards. Communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, and timelines. Reviews SWPP plans. Proactively manages projects to avoid or resolve issues between different parties and contract participants.

Evaluates specifications and cost estimates for contract work to be performed on City construction projects and administering associated construction contracts. Coordinates and prepares construction schedules and contracts and tracks work performed to ensure timely completion. Coordinates the work of contractors and consultants. Tracks the project budgets and manages the change order process.

Coordinates activities with local, state, and federal agencies. Verifies permits are obtained from appropriate entities and ensures requirements of permits are met. Positively interacts with City Council and staff, contractors, businesses, public agencies, citizens and other jurisdictions to exchange information, coordinate projects, and resolve issues and concerns. Conducts preconstruction and bid opening meetings. Coordinates public outreach.

Coordinates construction surveying efforts when appropriate. Coordinates Requests for Information. Coordinates and directs project inspection efforts to ensure compliance with plans and specifications including required project submittals and materials testing. Oversees record drawing process to ensure accuracy and timely submittals.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Engineering design principles, practices, and objectives, especially as they apply to civil engineering, infrastructure, and capital improvement projects;
- Federal, state, City, and other statutes, codes, and regulations governing municipal and civil engineering, bidding, and construction;
- Federal, state, City, health and safety, environmental, and other applicable building and construction codes;
- Project cost estimation and accounting methods and techniques;
- Construction contract administration methods and negotiation techniques;
- Reading and interpreting plans, contracts, and specifications;
- Anticipating and resolving construction problems and mitigating City costs;
- Water and sanitary sewer related pipe, fittings, and appearances;
- Customer service methods and techniques;
- Federal (OSHA) regulations and City policies regarding safe work practices;
- Operation of standard office equipment including a personal computer and job-related software applications.

Skill and Ability to:

- Provide design and support services in the Engineering Department for City infrastructure and capital improvement projects;
- Coordinate with and monitors outside engineering firms contracted to design large, complex projects;
- Implement changes to improve work flow;
- Answer inquiries and provide information to the public, other City departments, and private engineers, developers, and architects;
- Create design drawings, elevations, diagrams, and specifications;
- Write bid documents, review submitted bid documents, oversee bidding process, and monitor construction for adherence to specifications;
- Coordinate City projects with other local, state, and federal agencies and interested and affected community groups;
- Prepare and present reports and information to the public;
- Perform on-site inspections of City construction projects;
- Operate a motor vehicle;
- Operate specialized engineering design equipment;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;

- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in civil engineering, project management, or public administration is required;
- Two (2) years of college or technical training plus five (5) years' experience in construction management is preferred;
- Idaho driver's license required; or

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.