
ORGANIZATION: City of Newport
DEPARTMENT: Public Works

LOCATION: Newport, Oregon
DATE: September 2013

Exempt Position

JOB TITLE: Senior Project Manager

Range 19

PURPOSE OF POSITION:

Assist the Director of Public Works in providing engineering support, oversight, supervision, and management of the design and construction of the City's infrastructure; including water treatment and distribution, storm drainage facilities, streets and city buildings with particular emphasis on field operations. Set and communicate capital improvement project standards, goals, and performance expectations. Provide technical and project coordination assistance to the Director of Public Works.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

- Coordinate, organize and manage the services and associated work activities of assigned project(s); develop and implement elements of project to meet the overall program goals established by the department.
- Define the scope of the project(s) including stakeholders, team members, contractors, impact of project, and events that may impact the completion of the project; perform critical path analyses and set project priorities; develop project task lists, time estimates, and cost benefit analyses to meet project goals and objectives.
- Develop project work plans and calendar; plan, organize, implement and evaluate work activities to meet overall project goals and objectives; analyze alternative methods or processes to meet project and service delivery goals including resource requirements.
- Coordinate assigned engineering project development and construction activities with consultants, engineers, developers, contractors, utilities, property owners, other City departments and divisions, and with other outside agencies.
- Coordinate all aspects of projects including budget development, scheduling, design, procurement, and construction activities including monitoring project expenditures.
- Coordinate the preparation of, or prepare bids for, proposals and requests for qualifications documents; evaluate and make recommendations on proposals and qualifications; chair pre-bid conferences and bid openings; prepare bid tabulations and recommendations for the City Council; prepare contracts for signature; conduct pre-construction conferences and prepare notices to proceed.
- Coordinate preparation of permit applications; coordinate inspection, testing and documentation of transportation capital improvement projects; and coordinate relocation of utilities prior to and during construction.
- Provide oversight of quality assurance and quality control to ensure construction conformance with contract plans, specifications and applicable codes; review and recommend payment for consultant(s) and construction progress payments; and prepare contract change orders for project funding as appropriate.
- Investigate field problems affecting consultants, property owners and construction contractors; resolve project problems and interpret Federal, State, and local agency rules, regulations and codes.
- Review project site conditions prior to, during, and after completion of construction to determine field conditions and compliance of work with plans and specifications.
- Monitor progress and prepare progress reports on projects during project development and while under construction; maintain record of changes and field notes.

- Prepare technical project reports, letters, memorandums, maps, graphics and data supporting findings, construction specifications, schedules, construction drawings and plans, cost estimates, agreements with property owners, developers, and interagency agreements.
- Prepare City Council agenda items, feasibility reports, assessments, vicinity maps, project cost estimates and related documents.
- Represent the City before consultants, citizen groups and governmental agencies on project related matters.
- Perform related duties as assigned.
- Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A Bachelor's degree in civil engineering or related field AND five years related experience.

Knowledge of:

- the principles and practices of project management;
- modern developments, current literature and sources of information regarding engineering;
- the principles of advanced mathematics and their application to engineering work;
- applicable Federal, State and local laws and regulatory codes relevant to assigned area of responsibility;
- the principles and practices of surveying;
- the principles and methods of drafting using AutoCAD Civil 3D or equivalent software;
- the principles and practices used in roadway, drainage, sanitary sewer, and waterline design and construction;

Ability to:

- prepare, understand and interpret engineering construction plans, specifications and other contract documents;
- write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches
- perform technical research and solve engineering problems;
- prepare engineering reports and recommendations using AutoCAD Civil 3D and ArcMap or equivalent software;
- evaluate engineering designs;
- perform mathematical calculations;

- analyze operational situations objectively, effectively respond to public works emergencies, evaluate the work of subordinates, communicate effectively, both orally and in writing, with individuals and groups;
- establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public.
- speak before groups in stressful situations.
- physical ability to perform the essential job functions.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid Oregon driver's license, and registration in Oregon as a Professional Engineer within six months of hire

DESIRABLE QUALIFICATIONS:

Master's Degree in civil engineering or public administration.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 20% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where most of work period occurs under usual office working conditions. Outdoor work occurs approximately 20% of the time and may involve exposure to dust, mud, uneven terrain and varying and extreme weather conditions. Employees in this position are exposed to the risk of physical harm from hazards found in the field environment. Subject to 24-hour call back for emergencies

SAFETY CONSIDERATIONS:

Employee will wear proper protective equipment in compliance with OSHA standards to include: safety glasses, hearing protection, gloves, hard hat, reflective vests and respirators when and where recommended/required.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of Public Works FT field personnel, interview, hire, evaluate, promote, discipline and terminate Public Works personnel.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Director of Public Works.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date
		<i>Date Revised: September 2013</i>
		<i>Approved by: _____</i>
		<i>City Manager</i>