
ORGANIZATION: City of Newport
DEPARTMENT: Public Works

LOCATION: Newport, Oregon
DATE: April 2016

Exempt Position

JOB TITLE: Senior Project Manager

Range E313

PURPOSE OF POSITION:

This senior position will be a recognized expert in project management of civil infrastructure and facility projects and will be responsible for projects involving large expenditures, complex problem solving, technical consultation, contractor oversight, design, planning, field implementation, and report preparation. This position will assist the Public Works Department in providing engineering support, oversight, and management of the design and construction of the City's infrastructure; including water treatment and distribution, wastewater collection and treatment, storm drainage facilities, street improvements, and city buildings; and developing and implementing capital improvement project standards, goals, and performance expectations.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Define the scope of projects including: identifying stakeholders; determining project impacts, scheduling including critical path analyses; cost estimating; setting project priorities; developing project task lists, calculating time estimates, and developing 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.

Responsible for providing oversight of contract and in-house resources from preliminary engineering through implementation of major projects to meet the overall goals established by the department and the city.

Apply standard project management and engineering practices and techniques in specific situations, adjust and correct to changing requirements, and recognize discrepancies in results to ensure completion of the project while in compliance with policies, procedures and regulatory commitments and requirements.

Lead 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.

Lead the preparation of bidding documents, requests for proposals, and requests for qualifications; evaluate and make recommendations on bids, proposals, and statements of 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 all required contract documents.

Lead all aspects of projects including budget development, scheduling, design, procurement, and construction activities including monitoring project expenditures.

Coordinate preparation of permit applications; coordinate inspection, testing and documentation of projects; and coordinate relocation of utilities prior to and during construction.

Interpret and apply regulatory requirements to ensure projects meet the bases for technical specification, technical specification changes, design modifications and licensing issues.

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.

Perform operational and safety review and evaluations as well as reviews of completed designs to select optimum design alterations.

Make authoritative decisions and recommendations that have a direct impact on complex engineering and project situations and problems to ensure related activities are operating to the greatest capacity.

Investigate and recommend corrective engineering actions affecting consultants, property owners and construction contractors to assure performance against published standards and codes as well as compliance with regulatory commitments and requirements.

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 to ensure project remains on track to meet target deadlines; 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.

Develop and maintain a positive working relationship with colleagues, supervisors, clients, and others.

Identify and direct day-to-day duties for assigned project staff; allocate resources appropriately to ensure efficiency and timely project completion.

Assign, plan, and direct work of assigned project staff; formulates performance standards, evaluate performance and provide performance feedback to upper management; provide coaching, mentoring and guidance to help develop assigned project staff.

Perform other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of relevant 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 minimum of five years related experience; and a minimum of four years in a supervisory/management capacity.

Relevant experience is defined as professional level experience in project management, engineering, or engineering support.

KNOWLEDGE: Project management principles, practices, procedures/processes, techniques, and tools 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.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment. Must have advanced computer skills (Excel, Word, PowerPoint, MS Project, etc.) Must have excellent communication skills both verbal and written as well as presentation skills; ability to articulate clearly and concisely, tailored to target audience. Must have excellent interpersonal skills; must be confident and at ease dealing with a variety of personalities, both internally and externally. Must be a facilitator, and have conflict resolution skills. Must be able to develop strong business relationships with individuals serving as part of the project team, internal and external resources, and customers/citizens. Must have effective team management skills. Must have strong analytical and problem-solving skills allowing for thorough consideration of all aspects associated with project implementation(s). Experience managing projects/programs with annual budgets exceeding \$38 MM; managing capital improvement budgets. Self-motivated with proven ability to work independently and demonstrate strong leadership and team-building

skills. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Effective management and team building skills, conflict resolution, and strong leadership; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism.

ABILITY: 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. Actively participate in the development of capital improvement programs. Comprehend and effectively translate plan requirements into functional technical specifications evaluate engineering designs. Perform complex mathematical calculations. Analyze operational situations objectively, and effectively respond to public works emergencies. Establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Develop project budgets and projections. Prepare engineering reports and recommendations using AutoCAD Civil 3D and ArcMap or equivalent software. Manage multiple, and sometimes conflicting, priorities as well as multiple tasks/project simultaneously while meeting company's commitments including project deadlines, quality, budget, and customer expectations. Must have the resiliency to work extended hours, when required, specifically for proposal responses with specific time deadlines. Demonstrated ability to translate strategic goals into actionable plans and deliverables. Demonstrated ability to develop high-level of credibility and strong positive relationships with subordinates, peers, and management and customers. Demonstrated ability to communicate a shared vision to the assigned workforce to foster an environment of commitment and buy-in to our city goals. Ability to effectively supervise staff, establish and maintain effective working relationships with employees and City officials. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS/LICENSES:

- Possession of a valid Oregon driver's license at time of hire.
- Oregon Registered Professional Engineer (PE,) or registration in Oregon as a Professional Engineer within six months of hire.
- Confined Space training within 6 months of hire.
- Competent Person training within 6 months of hire.
- Work Zone Traffic Control (flagger) training within 6 months of hire.
- Lock-Out-Tag-Out training within 6 months of hire.
- CPR/First-Aid training within 6 months of hire.
- Occupational Noise Exposure training at time of hire.

DESIRABLE QUALIFICATIONS:

- Certification as a Project Management Professional (PMP)

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 40% 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 tip shoes/boots, safety glasses, hearing protection, gloves, hard hat, reflective vests and respirators when and where recommended/required.

SUPERVISORY RESPONSIBILITIES:

Responsible for the direct supervision of 2-FT Engineering staff. Assign, interview, hire, evaluate, promote, discipline and terminate employees. Performs annual employee performance appraisals

SUPERVISION RECEIVED:

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

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
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Supervisor Name	Supervisor Signature	Date
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Date Revised: April 2016

Approved by: _____
City Manager