

**CIVIC COMMUNITY VENTURES  
JOB DESCRIPTION**

**PROJECT MANAGER  
ENGINEERING & CONSTRUCTION  
ASSISTANT OR ASSOCIATE**

**JOB SUMMARY**

Under direct supervision of the Executive Vice President, Engineering & Construction, the incumbent prepares bid packages, supervises/directs work of consultants, manages contracts and projects, and assists with private developments.

**DUTIES AND RESPONSIBILITIES**

1. Prepares bid documents and contracts for public works or private projects.
2. Supervises and directs work of architects, engineering and construction consultants.
3. Establishes, monitors, supervises, tracks and coordinates activities, schedules of performance and assignments of consultants to ensure timely completion of projects.
4. Provides management of contracts including budget issues, contract amendments and scheduling and assistance with private developments.
5. Provides management of all phases of planning and construction of private projects and/or public works projects such as site surveys, preliminary budgets, scheduling, construction, plan and specifications preparation, bid and on-site observation.
6. Participates in negotiations with developers and others with whom the Corporation may enter into contractual arrangements or amendments to contractual arrangements.
7. Participates in consultant solicitation and selection process, drafts scopes of work and negotiates contracts.
8. Prepares reports and make presentations to the Civic Communities Board and Committees and prepares other documents and correspondence relating to development and public works matters.
9. Maintains accurate and well-organized records.

10. Analyzes proposals for cost, benefit and feasibility, prepares reports and cost estimates and serves as field representative monitoring progress of project completion.
11. Participates in pre-bid conferences, contract awards, preconstruction, field observations, construction progress and equal opportunity meetings, final walk through and acceptance of work.
12. Reviews and processes requests for payment, requests for information and change order requests; maintains accurate, complete and well-organized project documentation records.
13. Coordinates traffic related issues including traffic analysis studies, traffic control plans, parking plans and signalization of intersections.
14. Works independently and follows through on assignments and tasks with minimal supervision.
15. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Ability to:**

1. Read and analyze concept and schematic designs and identify potential design, engineering, construction and user issues.
2. Read and analyze construction drawings and specifications.
3. Prepare preliminary cost estimates based upon bid quantities and unit prices.
4. Deal with specific development issues from the planning stage, during construction and to project completion.
5. Prepare quantity and construction cost statements as work progresses.
6. Evaluate plans, specifications and construction elements in the field to the appropriate jurisdictional Standard Drawings.
7. Prepare quantity calculations on the job site
8. Prepare final punch lists and provide direction to contractors for job completion.
9. Provide written and oral reports on the status, quality and conformity of projects under construction.
10. Write clear, concise, comprehensive, and effective reports.

11. Remain calm and effective while working under pressure to meet multiple deadlines and short time constraints.
12. Establish priorities and meet multiple deadlines.
13. Utilize construction record keeping, spreadsheet and database management software. Keep accurate and well-organized records and statistical information.
14. Establish cooperative working relationships with outside groups, contractors, developers and others contacted in the workplace.
15. Understand contracts and the legal aspects of contracts.
16. Prepare construction schedules and update periodically.
17. Apply knowledge of Uniform Building Code, Greenbook, Federal, State and Local construction codes / regulations to the design and construction of projects.
18. Supervise and direct work of engineering and construction consultants assigned to a special projects team.
19. Advise supervisor and senior management staff of project progress on a regular basis.
20. Participate in pre-bid conferences, contract award, preconstruction, field observations and equal opportunity meetings, final walk through and acceptance of work.
21. Exercise sound judgment and ask for concurrence from senior management staff when appropriate.
12. Practice a sound customer service attitude by promptly returning phone calls and keeping scheduled appointments.
23. Read and interpret regulations related to State and Local Public Contracting Law.
24. Work independently and follow through on assignments and tasks with minimal supervision.
25. Provide well written and effective oral reports on the status, quality and conformity of projects under construction.
26. Operate computers and related software with and advanced proficiency in all Microsoft Office Software Applications.

**Knowledge of:**

1. Principles and practices of civil engineering, architecture, landscape architecture and urban design.

2. Pertinent Federal, State, and local laws, codes, regulations and practices regarding civil engineering, building construction, inspection, planning, zoning and development.
3. Prevailing wage/Davis-Bacon requirements and processes for federally-assisted construction projects.
4. Construction project record keeping systems.
5. Documentation needed for warranties and guarantees.
6. Procedures to verify that permits have been issued and appropriate contractor licenses are in order for the prime and the subcontractors.
7. Safety procedures for construction and/or public works projects.
8. Report writing techniques.
9. Contracts and the legal aspects of contracts.
10. Alternative dispute resolution procedures.
11. AutoCAD, ArcView, and Bluebeam software.

**Education:**

A bachelors' degree from an accredited college or university in the engineering or construction management disciplines is preferred; work experience will be considered in lieu of a degree.

**Experience:**

A minimum of five years of increasingly responsible experience in the planning, management and inspection of private or public works programs and projects for an associate level position (two years for an assistant level).

**License or Certificate:**

Registered Civil Engineer in the State of California or the ability to obtain a Professional Engineering license within one year of employment. Possession of or ability to obtain, an appropriate valid California driver's license.

**FREEDOM TO ACT**

Work is performed in accordance with general direction from the Executive Vice President, Engineering & Construction, but with latitude for individual judgment and initiative. No stand-alone authority to bind the Corporation or City Council exists without appropriate

approvals. This job has been classified as an exempt position because it requires the customary and regular exercise of discretion and independent judgment and the supervision of consultants with respect to the projects within its scope. This job is thus not eligible for the payment of overtime for work performed over 40 hours per week. Performance is reviewed by conference and by observation of results -- particularly implementation of projects and/or programs.

### **PHYSICAL DEMANDS**

The physical demands described 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, see and hear. The employee occasionally is required to stand, walk and lift or move up to 10 pounds. The employee may be required to conduct periodic construction site visits or inspections which may involve climbing stairs and walking on uneven terrain, loose soil and/or sloped surfaces. The employee must be able to verbally communicate in a concise manner. Specific vision abilities required by this job include close vision and working at a video display terminal for prolonged periods of time.

### **WORK ENVIRONMENT**

The work environment described herein is representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The primary place of performance is an office environment with attendant noise level. Occasional work assignments will require performance of construction site visits or inspections out-of-doors and in or about construction sites with attendant noise levels, or in abandoned or poorly ventilated buildings.