

Class Title: Project Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Coordinates the scope, needs, and requirements for departmental projects with customers who may include citizens, civic leagues, outside agencies, other city departments, and other stakeholders. Ensures that projects are completed on schedule, within budget, and to the highest degree of quality with the available resources.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees the design process by planning schedules and budgets, implements approved construction programs, coordinates design work with other city departments and approves drawings and specifications prepared by consultants for construction projects.
2	S	Manages contracts by procuring services of architectural, engineering and related firms, negotiates, prepares and manages consultant contracts, reviews and approves invoices for design services, prepares amendments to contracts and monitors consultants for adherence to the schedule and budget.
3	S	Provides leadership and management by providing direction, setting priorities, developing project plans and coordinating resources to accomplish organizational and departmental goals and initiatives.
4	S	Manages the administration of selected projects, including inspection of activities, review of project schedules, coordination of design changes, review of change order proposals, and processing of contract documents and invoices.
5	S	Acts as the departmental representative on assigned projects. Advises the department of best practices, estimates budget and best course of action on projects. Works to ensure projects are completed in a timely and cost effective manner.

CSC Adopted: June 2006 CSC Revised: March 2015

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree or equivalent.
Experience	Five years’ experience in a related field; or an equivalent combination of education and experience.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read legal contracts, specifications, technical literature, studies, reports, correspondence, design documents, ordinances, text books, reference books, manuals and memos.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as algebra, trigonometry, plane geometry and statistical analysis.
Writing	Work requires the ability to write presentations, publications, specifications, ordinances and correspondence to various stakeholders, contractors and regulatory agencies.
Managerial	Managerial responsibilities include assigning duties and priorities, planning orders to coincide with project installations and coordinating projects.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for large capital improvement building programs.
Supervisory / Organizational Control	Work may include supervising technical and non-technical support staff.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables and successfully solving functional and technical problems through design. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, contractors, sales representatives, citizens, and stakeholders.

CSC Adopted: June 2006 CSC Revised: March 2015

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	On-site inspections
Sitting	F	Computer, desk work, AutoCAD, drafting
Walking	O	Inspections, field work, inter-office
Lifting	R	Files, boxes, plant material
Carrying	O	Files, boxes, plant material
Pushing/Pulling	R	Files, boxes, plant material
Reaching	R	Files, boxes, plant material
Handling	R	Files, boxes, plant material
Fine Dexterity	O	AutoCAD, cameras, drafting, computer and desk work, calculator
Kneeling	R	Files, boxes, plant material
Crouching	R	Field work
Crawling	R	Field work
Bending	R	Inspections, field work
Twisting	R	Inspections, field work
Climbing	R	Inspections, field work
Balancing	R	Field work
Vision	C	Computer, desk work, drafting, driving
Hearing	C	Telephone, co-workers, driving
Talking	C	Telephone, co-workers, driving
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, camera, measuring devices, truck, Standard Windows and Office software, AutoCAD, GIS, Arc View, Tree Manager, QBIC.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	W
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, Steel toed shoes.

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)