

CITY OF FERNLEY
Project Manager / Senior Project Manager

FLSA: Exempt

Created: 12.19.2018

DEFINITION

Under direction, performs a variety of professional project management tasks in the field and office related to the scoping, planning, design and construction of parks, facilities, streets, storm drains, wastewater, and water treatment and water distribution projects.

DISTINGUISHING CHARACTERISTICS

Project Manager is the third working level class performing with some independence, judgment and a narrow range of responsibilities. The Project Manager works under the guidance of the City Engineer. The Senior Project Manager is the second working level class and differs in that they are expected to work independently, using sound judgement and covering a wide range of complex projects and responsibilities. The Senior Project Manager works under the guidance of the City Engineer.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Employee may not be assigned all duties and assigned duties are not limited to the essential functions.)*

1. Participates in scoping, planning, and coordinating functions in connection with a wide variety of municipal infrastructure projects including parks, facilities, streets and storm drains, wastewater system, water distribution and water treatment systems.
2. Reviews plans and proposals to assure compliance to specifications and standards for projects, including design study reports, environmental impact statements, and traffic engineering reports.
3. Prepares reports to the City Council, Planning Commission, and other boards/groups including project budgets and plans, design studies, technical reports, and cost estimates.
Senior Project Manager may also present reports to Council or other entities as necessary.
4. Solicits bids and oversees the bidder response process; verifies accuracy and reasonableness of submitted bids and ensures compliance with Nevada Revised Statutes and City policies.
5. Prepares contracts and professional service agreements; oversees project design; reviews consultant plans and specifications.
6. Prepares project schedules; monitors project progress and results; coordinates and oversees the work of contractors to complete projects; verifies and initiates change orders as necessary.
7. Reviews specifications, cost estimates, contracts and agreements and verifies contractor invoices for payment processing; may supervise contractors.
8. Visits project sites for oversight responsibilities and assure compliance with contract specifications, timelines, budgets and plans; monitor project progress and results.
9. Compiles and analyzes data; prepares and processes special and recurring reports, correspondence, and agenda items on the proposal, progress and completion of assigned projects.
10. Responsible for updating and maintaining projects(s) budget and completing the projects(s) in a timely manner.
11. Evaluates and analyzes issues and recommends and/or implements solutions.
12. Assures compliance with all City of Fernley safety policies and procedures and Occupational Safety and Health Administration (OSHA) rules and regulations, and all other safety regulations.
13. Serves as a liaison between City of Fernley and various regional government organizations, state and Federal agencies, and community groups.

14. Secures data, prepares reports, and presentations for conferences and public hearings on proposed projects.
15. Manages special projects and performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

Senior Project Manager is expected to have extensive knowledge of, skill to, and ability to perform the following independently; Project Manager is expected to have been introduced to the following;

Knowledge of

1. Knowledge of the principles, practices and techniques of project management;
2. Knowledge of methods and techniques in the design, construction and maintenance related to municipal parks, facilities, streets, wastewater systems, water treatment and water distribution systems.
3. Knowledge of the principles and practices of project and construction management, and contract administration;
4. Knowledge of applicable Federal, state and county policies, procedures, codes and ordinances;
5. Knowledge of progressive techniques and equipment used in design, construction, and maintenance of various public works projects, including land surveying; strength properties and use of construction materials;
6. Knowledge of principles and practices of budget preparation and administration; and,
7. Knowledge of occupational hazards and safety practices related to water and sewer system operations and maintenance.

Skill to:

1. Skill in understanding, interpreting and applying relevant county, state and Federal statutes, rules, ordinances, codes and regulations and planning and implementing project objectives to assure compliance;
2. Skill in assessing and prioritizing multiple tasks, projects and demands;
3. Skill in reading and evaluating blueprints and technical schematics, data collection and analysis and mathematical and statistical calculations;
4. Skill in establishing effective working relations with other department staff, internal and external customers, and regional government organizations.

Ability to:

1. Ability to prepare and evaluate studies and plans of large projects;
2. Ability to evaluate alternatives and recommend or adopt effective courses of action;
3. Ability to perform accurate project management and/or engineering calculations and cost estimates;
4. Ability to perform difficult technical research and analyze complex mathematical problems;
5. Ability to communicate effectively, orally and in writing;
6. Ability to prepare, understand, and interpret construction plans, specifications, and other contract documents;
7. Ability to conduct comprehensive studies and prepare reports with recommendations; and,

Special Requirements:

Possession of a valid Nevada driver's license or access to alternate means of travel.

EXPERIENCE AND TRAINING *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Bachelor's degree from an accredited college or university in civil engineering, construction management or closely related technical field plus two (2) years of increasing responsible engineering experience preferred;

OR

4-year Technical degree (or comparable work experience) with a minimum of five (5) years of increasing responsible project management or engineering experience in public works construction;

OR

An equivalent combination of education and experience.

PHYSICAL DEMANDS *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper, reference, and other materials weighing up to twenty-five pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry or upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Occasionally works in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels, or extreme weather conditions including heat, rain, snow, cold, wind, and dust. Potential exposure to dangerous chemicals; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks. Must be willing to work extended hours, evenings, weekends, and holidays, as needed.

FLSA Status: Exempt

The job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

Employee's Acknowledgment

I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____

Date: _____

Printed name: _____