



PUBLIC WORKS PROJECT MANAGER

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Public Works Project Manager	Effective Date:	July 1, 2017
Working Title:	Public Works Project Manager	Type:	Non-Represented
Department:	Public Works	Supervisor:	Public Works Director
FLSA Status:	Exempt	Supervises:	Varies (see Supervision section)

CLASSIFICATION SUMMARY

Incumbents in this classification manage programs and projects as assigned, including the planning, development, coordination, and implementation of project activities and public improvements; completion of installations, improvements and maintenance related to the City's water distribution infrastructure, streets, and stormwater systems; and representing the City of Keizer on Regional Public Works issues relating to infrastructure.

This classification performs skilled work in one or more areas in Public Works utility systems or other related City facilities involving large installations, maintenance, repair, and sub-division, commercial development, multi-family construction activities. This work involves an extensive amount of decision-making and judgment about materials, methods, and quality of work assigned. Focus is on larger scale projects assigned on a frequent basis. Considerable latitude is given in pre-planning large projects and thorough knowledge is required of the effects of the work on the system being maintained and on the public. Examples of larger projects performed by this classification include main relocations, major line realignments, major concrete sidewalk installations, projects at multiple locations occurring simultaneously and inspecting private development projects.

SUPERVISION

This is a supervisory position. However, no employees report solely to this classification. This position partners with the Division Managers in directing employees when they are assigned to specific projects being managed by this position. Supervision includes performing the following in partnership with employees' primary supervisors: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring, promotion and termination decisions.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical Demands

Physical effort is required to perform heavy manual labor. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch or crawl. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a personal computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the Department.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals and pesticides. Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. In addition, employees may be assigned as Competent Person on any given job. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

80% Project Manager

Responsible to ensure contractor compliance on City approved Sub-Division development improvements, City Public Works Department infrastructure upgrades, including driveway approach and sidewalk inspections.

Coordinates construction activities in City right of ways with franchise utilities, private contractors, engineering firms and other local public jurisdictions.

Plans, organizes and assigns Municipal Utility Workers to complete a variety of improvement projects related to the City's water distribution system, stormwater system and street system.

Supervises, coaches, disciplines and conducts performance evaluations on staff while assigned to projects. Evaluates ongoing staff performance; recommends personnel actions, including disciplinary and training plans; makes hiring, promotion and termination recommendations.

Works with City Engineer to provide land use comments as requested.

Reviews public improvement plans for Public Works Director's approval.

Plans, coordinates, and manages various projects; determines staffing requirements and budgets; coordinates with other departments to ensure smooth work flow; coordinates with and/or manages staff, contractors, consultants, and other agencies; evaluates projects and makes appropriate adjustments throughout; closes out projects after completion; and prepares and submits required documentation to other departments or agencies.

Coordinates work between employees and other stakeholders; reviews completed work.

Analyzes drawings and specifications for conformance to project goals and compliance issues; assists in budget development for projects or programs and long term goals and strategies; reviews and approves payments, change orders, and addenda; ensures deadlines are met; and closes out projects with final payment, warranty documentation, and maintenance agreements.

Acts as primary person in coordinating projects. Develops work plans, timelines and resource allocations for assigned projects. Monitors progress to ensure objectives are met and sound environmental practices are followed.

Participates in construction bid process and serve as contract administrator. Provides project overview for conformance to contract specifications.

Plans review for private development and City projects.

Participates in work with other employees, volunteers, non-City organizations, and citizen groups as a leader or coordinator in various maintenance and improvement projects. Maintains related documentation such as personnel and equipment time records, purchasing documents, etc.

Exhibits leadership to staff, crews and other City employees. Creates an environment in which employees are focused on producing excellent quality results. Models and coaches employees on excellence in internal and external customer service.

10% Customer Service

Has routine contact with the public during the course of job or may meet with citizens concerning an issue. Communicates with citizens to ascertain their needs and expectations and takes appropriate action. Follows-up with citizens to assure their satisfaction and communicates the issue to the Public Works Director or designee.

Receives calls or questions from other departments and agencies and responds or takes action accordingly.

Represents the City on regional public works issues relating to water, stormwater and streets infrastructure.

10% Other Related Activities

Assists Public Works Director in coordination with local Police, Fire, and County agencies prior to and during a disaster. Assists in coordinating training, mock exercises and maintaining data necessary to keep the City compliant with NIMS Federal Rules and Regulations.

May serve as City representative on various boards, committees and task force; represents the City of Keizer on regional public works issues relating to assigned area. Attends meetings, various training seminars, and conferences as required.

Reads and interprets plans and specifications. May review building permits. Provides input and recommendations to the Public Works Director on updates to construction drawings and standards.

May be required to operate light and heavy equipment.

Responds to emergency calls during work and may be subject to call out during non-work hours.

Prepares materials for various meetings, performs research as needed, and writes reports. Monitors program and project spending and budgets to ensure compliance and funds availability.

Assumes the duties of the Public Works Director as requested by the Public Works Director or City Manager.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency plus five years of specialized training and work experience in the construction and maintenance of water systems, water quality, public works projects, emergency response and other pertinent experience and two years of full-time supervisory work and two years of project management; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license and NIMS ICS 100, 200, and 700 Certification.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Principles and practices of operation, repair, maintenance, construction and installation work normally performed in water distribution systems, streets systems, and stormwater systems.
- Safe operation of power tools and specialized equipment required for the position.
- Work-related safety practices and environmental rules and regulations particularly in regards to work in confined and/or hazardous conditions.
- Principles of supervision, training, and performance evaluation.

Skill & Ability

- Operate telemetry equipment, well pumping equipment, specialized tools, heavy equipment and vehicles required to perform the duties, responsibilities and the essential functions of the job.
- Operate a personal computer, including word processing and email programs.
- Make material estimates, read and interpret plans and specifications, keep records and make reports.
- Interpret public works project plans.
- Perform the duties and responsibilities in a variety of diverse work areas in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, the public and consultants.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Plan and prioritize daily tasks.
- Make appropriate decisions about available options.
- Plan, train, supervise, lead, and evaluate staff in the completion of projects.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain as soon as practicable: NIMS ICS 300 and 400, OHA Water Distribution III Certification, Excavation Safety Training and Confined Space Training, First Aid & CPR Certification, ODOT Flagger Certification.