

CITY OF GLENDALE

TITLE:	Engineering Project Manager	CLASS CODE:	748
REPORTS TO:	Assistant City Engineer	GRADE:	31
DEPARTMENT:	Engineering	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY

Plans, coordinates, and manages public works projects with an emphasis on capital improvement projects. Provides management on assigned projects.

ESSENTIAL FUNCTIONS

1. Plans, coordinates, and manages public works projects with an emphasis on capital improvement projects within the city's approved Capital Improvement Plan.
2. Analyzes and interacts with sponsoring department staff determining the intent of the capital improvement project and scope of work.
3. Coordinates the development of the scope of work for assigned projects, providing direction to department staff regarding alternate procurement methods for construction services.
4. Manages the work of outside design consultants by establishing preliminary project design requirements, constructability reviews, and preparation of preliminary cost estimates.
5. Prepares and negotiates contracts and fees, maintains design schedules and plan reviews.
6. Implements and manages alternate project delivery methods per city procurement guidelines and state statutes.
7. Develops schedules for bidding, construction and cost estimates; manages construction contracts, conducts pre-bid meetings, bid openings, evaluates bidders and conducts pre-construction meetings.
8. Prepares and reviews project schedules; investigates and resolves schedule conflicts on capital improvement projects. Negotiates contract change order requests and proposed additions/deletions to contracts throughout the process, reviews pay estimates for contractors and consultants; conducts project progress meetings and project conferences.
9. Provides technical direction and assistance and project management to department staff.
10. Provides direction and assistance to city staff, developers, consultants, and outside agencies regarding engineering projects.
11. Responds to and resolves citizen inquiries and complaints regarding engineering projects. Coordinates city public works projects with other cities and agencies.
12. Prepares and presents written and oral reports on public works projects for city management and the public.
13. Holds and directs public meetings to keep the public informed of direction and progress of public works projects.
14. Assists in the development of the division budget and public works capital improvement budget.
15. Represents the city on professional and intergovernmental committees.

SECONDARY FUNCTIONS

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- The theory and principles of civil engineering and construction management
- Project management and supervisory skills
- Public works design, standards and construction and the methods, materials and techniques used in the construction of public works projects
- City and state laws, ordinances, and regulations governing municipal engineering
- A city public works infrastructure
- Basic contract law, bond and insurance requirements

Ability to:

- Use project management and scheduling software
- Develop and monitor a project budget
- Make decisions regarding project priorities, costs, and alternatives
- Perform research, analyze findings, prepare and present reports to city management
- Communicates effectively, both verbally and in writing
- Establish and maintain effective working relationships with city staff and the public
- Operate a computer

WORKING CONDITIONS

Office setting with frequent field inspection of projects.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering or construction management and five years of increasingly responsible experience in public works project management.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license