



JOB DESCRIPTION

PROJECT MANAGER

MONO COUNTY DEPARTMENT OF PUBLIC WORKS

At-Will Position

DEFINITION: Under general direction, plan, develop, coordinate, and administer projects and programs for County facilities and infrastructure (parks, buildings, airports, cemeteries, campgrounds, roads, bridges, disposal facilities, etc.); develop grant proposals to fund projects; coordinate and administer projects and programs from conception to finish with an emphasis on pre-planning, scheduling, and efficient use of personnel. Other duties as assigned.

DISTINGUISHING CHARACTERISTICS: Successful candidate to demonstrate excellent written, verbal and organizational skills. Candidate will be knowledgeable in construction and property management, cost projections, construction cost accounting, project planning techniques, design criteria for government buildings and projects, architectural plans and specifications and the requirements of public project bidding and contracting.

REPORTS TO: Facilities Superintendent.

CLASSIFICATIONS SUPERVISED: May be assigned to supervise other internal staff on a project-by project basis as stipulated by the Facilities Superintendent.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Assist in development and implementation of project plans, specifications, and cost estimates for improvements and maintenance projects to County parks and facilities. Degree of detail addressed by plans and specification will vary depending upon size of project and whether performed by staff or contract services. All projects require a degree of budgeting, scheduling and construction management duties. Manage county-operated cemeteries, including development of site plans and maintenance of records on all internments and reservations.

Other duties include but are not limited to the following: Research and development of grant opportunities, including completion of grant application and reporting documents. Documentation and submittal of all required funding documents and final close out of grant projects. Assist in energy efficiency analysis and improvements on county operated facilities. Ability to assist with the environmental process associated with public works development projects.

TYPICAL PHYSICAL REQUIREMENTS: Sit for extended periods of time, frequently stand, walk, kneel and crouch, physical ability to lift and carry 25 lbs. unassisted and greater than 25 lbs. with assistance, normal manual dexterity and hand-eye coordination, corrected hearing and vision to normal range, strong verbal and written communication skills, ability to operate office equipment such as computers, telephones, calculators, copiers, and FAX machines.

TYPICAL WORKING CONDITIONS: Work is performed typically in an office, with some time in the field. There is frequent contact with staff and the public. The incumbent may work other than normal 8 a.m. to 5 p.m. along with weekend, overtime, and holiday work assignments if deemed necessary.

MINIMUM QUALIFICATIONS:

- Excellent communication and organizational skills
- Ability to read and interpret contracts, bids, proposals, plans, specifications and other technical documents
- General knowledge of property management, including lease administration
- Experience in planning, developing, and cost estimating projects
- Experience in projects requiring CEQA and/or NEPA analysis
- Experience in developing Request for Qualifications (RFQ's), Request for Bids (RFB's), Request for Proposals (RFP's), and other similar documents
- Experience obtaining building permits and other required permits for projects
- Ability to accurately estimate cost, time, equipment and materials necessary for maintenance and improvement projects
- General knowledge of local and state laws and requirements concerning construction including Uniform Building Code, Uniform Plumbing Code, National Electrical Code, National Fire Protection Association requirements, Cal OSHA, ADA, health and other codes normally applied to construction projects
- Experience with construction management and contract administration processes, including
 - Bidding
 - Contract Award
 - Inspections
 - Schedule monitoring
 - Progress Payments
 - Budget Tracking
 - Change Orders
 - Bonding
 - Project Close-Out
- Ability to plan and schedule short and long-term maintenance projects
- Ability to prepare clear and concise reports and agenda items and present projects to the Board of Supervisors and to the public
- Ability to attend and make presentations during community meetings including Regional Planning Advisory Committees (RPAC's), Community Service Areas (CSA's), and Citizen Advisory Committees (CAC's) as needed
- Ability to work effectively with other departments, consultants, contractors, and the public
- Ability to operate department computers, computer programs, and the internet
- Ability to research utility/energy consumption and recommend strategies for Mono County to reduce energy consumption in its facilities and operations
- Ability to plan project tasks, maintain budget, schedule and attain goals
- Ability to organize project documents for easy retrieval
- Ability to foster teamwork
- Ability to oversee the performance of contractors and consultants
- Ability to oversee assigned staff and a knowledge of safe work practices

REQUIRED TRAINING AND EXPERIENCE:

- Five (5) years construction management and/or contract administration, or
- Three (3) years construction management and/or contract administration combined with an Associate Degree in construction management or related discipline, or
- Bachelor's Degree in Construction management, Architecture, or Engineering

DESIRED TRAINING AND EXPERIENCE

- Certified Construction Manager
- American Institutes of Architects Membership

SPECIAL REQUIREMENTS: Possession of a driver's license valid in the State of California. May be required to work other than 8:00 a.m. to 5:00 pm shift.