



CITY OF CHINO

Public Works Project Manager

Definition:

Perform a wide variety of complex and professional civil engineering work in the planning, organizing, and coordination of the City's Capital Improvement Program (CIP) projects in the Public Works Department. Monitor and evaluate the execution of assigned projects in the Capital Improvement Program including Transportation, Water, Sewer, Storm Drain, Sanitation, Maintenance and Special projects. Manage various funding programs and provide assistance/supervision of assigned staff and consultants.

Class Characteristics:

The Public Works Project Manager performs engineering assignments and complex administrative, operational, and analytical duties; and is responsible for independent engineering analysis and recommendations.

Essential Functions:

All Assignments

- Develop preliminary project concepts, cost estimates, and budget preparation.
- Perform technical review and approval of project plans and project specifications: review and approve material submittals and shop drawings.
- Prepare notices inviting bids, advertisement of project bids, and oversee bid openings and pre-construction meetings.
- Prepare and monitor project schedules and track working days, labor compliance, and certified payroll on construction contracts.
- Review and approve progress payments, change orders, and file Notices of Completion.
- Participate in project planning, project management, and the communication of planning policy and programs with City staff, the public, and contract vendors.
- Analyze Federal, State, and local legislative proposal for impact on assigned operations; prepare analysis and briefings on enacted legislation, judicial interpretations, and regulatory agency directives for department compliance.
- Prepare synopsis of meeting agendas for Mayor and Council for San Bernardino County Transportation Authority (SBCTA) and Omnitrans meetings.
- Attend City Council and Planning Commission meetings as needed.
- Prepare City Council staff reports for management review.
- Prepare grant applications; implement and monitor grant programs.
- Oversee right-of-way acquisition including processing grant deeds, easements and dedications, escrow, legal descriptions, and plats for right-of-way phase.
- Perform California Environmental Quality Act (CEQA) process related duties for environmental clearance of projects including recordation of documents.
- Meet with contractors to resolve items of non-compliance; negotiate and resolve construction disputes.
- Provide staff assistance to Department Head; prepare reports and necessary correspondence.

Public Works Project Manager

- Prepare requests for proposals for contracted professional services; evaluates submissions; recommend contract award; negotiate terms and conditions of contract and prepare contracts.
- Perform related duties and responsibilities as required.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.
- Maintain prompt and regular attendance.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

All Assignments

Education:

- Bachelor's degree in civil engineering or a related field (required).

Experience:

- Five years of increasingly responsible professional experience in the field of civil engineering.

Considerable knowledge of:

- Engineering principles and practices as applied to public works, including planning and development, design, and construction.
- Methods and techniques utilized in the preparation of public works project designs and related plans, specifications, and cost estimates.
- Related Federal and State laws, ordinances, and regulations.
- Methods and techniques of financial analysis and budgetary control and preparation.
- AutoCAD experience is desirable.

Ability to:

- Ensure project compliance with appropriate Federal, State and local rules, laws and regulations.
- Research and analyze technical documents and proposals.
- Maintain accurate records and files.
- Supervise and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.

Public Works Project Manager

- Review and analyze complex information and data, evaluate programs, policies, and procedures.
- Work independently.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

Transportation

Considerable knowledge of:

- Principles and practices of traffic and transportation engineering, including highway capacity analysis.
- Traffic data and analysis.
- Traffic signal design, operations, and maintenance.
- Street lighting design and maintenance.
- Federal and state highway design standards.
- State traffic laws and construction zone safety.

All Assignments

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess a California Professional Civil Engineer's license (highly desirable). **For Associate Civil Engineer: California Professional Civil Engineer's license is required.**
- Be available to work a 9/80 schedule: Monday to Thursday, 7:30 a.m. – 5:30 p.m. and every other Friday, 7:30 a.m. – 4:30 p.m. Attendance at evening meetings may be required.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile

Category I Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Physical Requirements

- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery, or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.

Employee Unit:

Unrepresented Management

Revised: 02/01/21
Replacing 02/05/18.