



City of Commerce

Facility CIP Project Manager

Department: **Public Works and Development Services** Class Code: **3106**
Revised Date: **August 2016** FLSA Status: **Exempt**

GENERAL PURPOSE: Under general supervision, manages and coordinates development of City Facilities Capital Improvement Projects (CIP), contracts, specifications and schedules, and oversees assigned projects for contractor compliance with contract terms and specifications.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for planning, reviewing, coordinating, developing and delivery of the City's Facilities Capital Improvement Project (CIP) Program and its annual CIP budget; provides professional and technical assistance in managing and coordinating related infrastructure improvements, construction and design projects and contracts.
- Develops Request for Proposals, and oversees the development of CIP project plans, specifications and schedules, and tracks operational and financial status of contracts; monitors project schedules and budgets and authorizes expenditures within the City's guidelines; reviews and approves special and recurring reports, budgets, payments, and contract changes.
- Oversees work performed on City facility projects by contractors; inspects projects and documents the progress compared to project schedule; reviews and approves construction documents, contracts, agreements, plans and reports; assures project activities are in compliance with project specifications, City policies, and progressing on schedule.
- Prepares reports and makes presentations to council as required; assembles data and generates status reports; assists with the development and management of project budgets.
- Assists contractors with questions, problems and concerns, and responds within scope of authority; attends and participates in project review meetings; anticipates problems and pursues solutions; communicates project goals and objectives; assures effective communications of project status.
- Coordinates projects and manages cooperative working relationships with City departments, contractors, utilities and other agencies to accomplish goals and reduce or eliminate project conflicts and delays.
- Promotes teamwork and develops excellent working relationships with internal and external customers including various City departments, contractors, utilities and other agencies to accomplish goals and reduce or eliminate project conflicts and delays.
- Works with Facility Maintenance Supervisor to implement CIP programs.
- Supervises staff to implement required programs and related activities

JOB DESCRIPTION

Facility CIP Project Manager

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Civil Engineering or Construction Management or related field AND at least five years experience in facilities Capital Improvement project management preferably with a municipal organization management, two years of supervisory experience desirable.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Highly Desirable

Active certifications in trades related to engineering, construction management, or project management preferably as it relates to facilities.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Project, budget and contract management principles and techniques, including negotiation and conflict resolution.
- Principles of design, construction and maintenance for public facilities and public works projects.
- Staff Supervision
- Procedures and techniques for evaluating contract compliance.
- Business and personal computers, and project management software applications.
- Record keeping and file maintenance principles and procedures.
- Applicable laws and ordinances

Required Skill in:

- Planning and coordinating construction projects and interpreting project requirements and objectives.
- Managing project budgets and contracts, and meeting critical time deadlines.
- Reading, understanding, interpreting and applying relevant City, State and Federal statutes, rules, ordinances, codes, and other governing regulations.
- Reading and evaluating blueprints/plans and technical schematics.
- Interpreting technical instructions and analyzing complex variables.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, contractors, and representatives from other local, State and Federal agencies.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office and field environment and at the project sites.