

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: MUNICIPAL PROJECTS MANAGER**

**DEPARTMENT: VARIOUS**

**BASIC FUNCTION:**

Under general direction, to plan, organize, and direct projects with incumbents being assigned at least one specialized competency division. Perform highly responsible and complex professional administrative work.

**DISTINGUISHING CHARACTERISTICS:**

Municipal projects managers are professional level employees and may be assigned as a single contributor or to manage the work of others. Incumbents are typically assigned to specialized divisions. Incumbents may perform some or all of the key responsibilities listed below and/or may be required to have some or all of the specialized knowledge, skills and abilities.

**KEY RESPONSIBILITIES:**

Plans, directs, coordinates, manages and drives construction or other projects forward.

Delegates, supervises and assigns work to subordinates.

Evaluates needs, vendors and request for proposals.

Plans and directs implementation efforts.

Assists in the selection and negotiation for consultant services.

Coordinates and administers the work of project contractors and consultants; provides documentation of all project-related discussions and meetings.

Monitors permit mandates, conditions and stipulations and ensures they are incorporated in the project design.

Negotiates and resolves construction disputes and participates in construction claim defenses.

Assists in the evaluation and negotiation of capital project change orders and draft change orders

Collaborates with staff and management across the organization and with outside third parties to clearly identify, explain and communicate their project involvement, project goals, expectations, objectives, policies, priorities, and tasks.

Develops, manages and ensures the scope of contract services.

Conducts difficult policy, organizational, and fiscal-related analytical studies and reports.

Prepares estimates of project costs for competitive bidding and budgeting purposes.

Attends and makes presentations at City Council and other public meetings.

Coordinates activities with other city departments and other public and private agencies.

Represents the department and city by attending meetings, public events, and speaking engagements; attends staff meetings; schedules and coordinates project meetings and appointments.

Ensures materials, equipment and supplies are purchased or supplied in accordance to city and department standards.

Performs other related duties as assigned.

**QUALIFICATIONS: Based on the assignment some or all of the following knowledge, skills and abilities may be required:**

**Knowledge of:**

- Methods and techniques of research, statistical analysis, and report presentation.
- State and federal laws and statutes relating to public works administration.
- Best practices in municipal construction projects for public facilities and major and on-going capital improvement construction projects.
- Techniques for preparing designs, plans, specifications, estimates, reports, and recommendations related to public works.
- Principles of public works and construction management.
- Design management principles and practices as applied to municipal public works and construction, including planning and development, design and construction, and operation and maintenance of vertical and horizontal projects.
- Alternative delivery methods especially design build.
- Private grading, public improvements, construction, right-of-way permit work.
- Capital project construction contracts.
- A broad breadth of public works construction materials and practices including those for potable, sewer and reclaimed water improvements.
- Contract documents including Notice Inviting Bids, Contract, Special Provisions, and construction plans.
- Standard specifications for public works construction and construction cost estimating.

**Ability to:**

- Provide administrative and professional leadership in municipal project programs and construction management activities.
- Analyze data, make recommendations, prepare reports and make presentations.
- Coordinate complex construction contracts and activities; maintain record keeping for construction.
- Maintain and administer grading and improvement agreement tracking program for private development; manage capital project contracts; ensure projects completed on schedule, within budget and without claims.

- Manage and supervise consultant project management, inspection, materials testing, and survey services; monitor consultant budgets and recommend approval of consultant payments.
- Read and interpret engineering plans, specifications, bid documents and contracts.
- Develop and implement goals, objectives, policies, procedures that are consistent with the city's goals and objectives.
- Initiate, plan and complete work with a minimum of direction and control.
- Research, assimilate and analyze large quantities of information, recognize substantive issues, identify options, project consequences, and develop sound conclusions and recommendations.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Work cooperatively with management staff, employees, and others.
- Establish and maintain effective relationships with public groups, organizations, and other governmental agencies.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with a major related to construction management or other related specialization, and five to seven years of increasingly responsible experience related to assigned competency; at least two years of supervisory experience and two years of experience working with construction management contractors.

Project assignments may require or find certain specific professional accreditations desirable such as:

- Professional Civil Engineer
- Leadership in Energy & Environmental Design, LEED
- Certified Construction Manager, CCM designated by CMCI

#### **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk on level ground or other terrain, stand, climb on ladders and scaffolding, stoop, bend and squat. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; properly read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed and complex work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Work is performed in office and field settings and as a result may be exposed to weather conditions and loud noises. The incumbent is required to meet with other staff, the public and officials at various city locations and may travel to off-site locations as necessary.

This is an at-will management classification.

DATE APPROVED: Nov. 18, 2014