

POSITION TITLE: Project Manager
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY RANGE: H
REPRESENTATION: None

GENERAL POSITION SUMMARY:

This position will support the Public Works Department by acting as project manager and development engineering plans examiner for the City of Sandy. This position will be the primary position in charge of development engineering oversight and coordination with City Engineer and the City Development Services Department. In addition, this position will assist in delivering the capital improvement program by acting as project manager on small to mid-size projects. The position will represent the City of Sandy in various utility organization (APWA, OWARN) and assist growing relationships with City partners (such as ODOT, PGE, Governing Authorities, other City Departments and Utilities).

ESSENTIAL DUTIES:

- Administers and coordinates the engineering review and approval process for construction plans and specifications for public improvements serving private development; research impacts of proposed developments on public facilities and requirements for improvements; interprets City codes, policies, standards, and regulations; reviews land use applications, development plans, and development permits for compliance.
- Attends and/or facilitates various construction meetings related to public utilities and transportation, including pre-construction and pre-design; reviews and approves design modifications during construction; monitors progress of construction; assists in determining inspection requirements and coordinating project inspections; oversees the work of inspectors and engineering technicians during construction; resolves construction issues.
- Utilizes GIS to research proposed development and coordination of utility location, land use, right of way, property ownership and jurisdiction, and prepare mapping to support engineering, operations and capital improvement projects.
- Prepares Grant applications for the City under supervision of Public Works and Assistant Public Works Director.
- Tracks City resources such as staff time, site visits, special inspection, printing, etc. associated with each project. Uses this information to adjust review fees.
- Reviews technical drawings, construction plans, calculations, engineering studies, and reports; conducts research, analyzes data, and formulates recommendations; relays comments to development team.
- Responds to and resolves inquiries and complaints regarding development projects; provides expert guidance and information to staff, managers, architects, engineers, inspectors, developers, property owners, contractors, utility companies, the general public, and/or outside agencies; acts as a representative on committees, interagency task forces, special projects, and other community outreach activities as assigned.
- Management of small to mid-sized public works projects. Administrative work such as preparation of loan applications, scope, schedule and budget tracking, contract execution, filing, cashflow

forecasting, change management, startup and project close out. This may include site inspection, attending construction and regular project meetings.

- Management of design consultants for public works projects. Ensuring work is completed on schedule, develop project scopes, manage budgets, review of deliverables.
- Assist with implementation of Asset Management Program for City utilities. The City is developing an in house asset management program. This position would assist with data collection practices and BRE calculation criteria development.
- Represents the Department to other city departments, elected officials, boards and commissions, and outside agencies.
- Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Prepares scopes of service, construction cost estimates, contract bid documents and evaluation criteria and arranges for the bidding and award of construction contracts.
- Writes and presents staff reports for co-workers, senior management, City Council Meetings, and the public
- Establish and maintain positive working relationships with coworkers, community members, and other agency staff.
- Performs other related duties as required.

JOB SPECIFICATIONS:

Mandatory Requirements:

A bachelor's degree from an accredited college or university, preferably in engineering or science, or a closely related field. Three to five years project management experience. Any combination of education and experience which provides the required knowledge, skills, and abilities can be considered. Proficiency in GIS mapping.

Preferred Requirements:

Previous project management experience in a municipality setting. Development Engineering experience in a municipal setting.

Necessary Knowledge, Skills and Abilities:

- Ability to understand laws, rules, regulations, and ordinances affecting City policies, operations and services.
- Working knowledge of practices, principles, procedures, regulations, and techniques of engineering and construction as they relate to privately financed public works.
- Ability to design and evaluate public works projects to ensure objectives are met and codes are followed utilizing data gathering, analysis, research and techniques of development plan review.
- Knowledge of modern methods and techniques used in the design, construction, and inspection of public works or general projects.
- Ability to establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, regional organizations, and the general public.
- Ability to utilize principles, practices and techniques to communicate clearly, persuasively and effectively, both in writing, orally and presentations.

- Knowledge of management theories and supervisory practices and principles.
- Ability to exercise individual initiative and discretion in work, including confidential matters.
- Understand and interpret engineering plans and specifications; resolve development issues; review and approve technical engineering reports
- Ability to perform cost analysis and budget preparation.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and develop recommendations in support of goals.
- Ability to plan, develop, maintain, and oversee complex detailed projects and programs.
- Strong ability to operate office equipment and technology tools including personal computers, laptop computers, printers, software and presentation equipment
- Ability to effectively represent the City in situations which could be stressful.
- Ability to recognize occupational hazards and utilize standard safety practices.

Special Requirements/Licenses:

Must be able to pass the city's security clearance standards, including criminal history and reference check. Possession of, or ability to obtain, a valid Oregon driver's license within thirty (30) days and have a satisfactory driving record.

SUPERVISION RECEIVED:

Works under the general direction of the Asst. Public Works Director.

SUPERVISORY RESPONSIBILITIES:

Will assist in directing work of consultants and contractors based on project needs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.
- Frequently required to sit for long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally required to lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting in a well-lit temperature-controlled office environment and an outdoor environment. Some external noise.



JOB DESCRIPTION

TOOLS AND EQUIPMENT USED:

Basic office equipment, including, but not limited to, computer, phone, copy machine and presentation equipment.

Jennifer Coker, PE
Public Works Director

Adopted: 10/2023

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Name:

Date: