

# CITY OF BEAVERTON

## Project Manager 1

### General Summary

Perform various functions including general project management, coordination of multiple partners for specific projects and the development of technical and performance standards.

### Key Distinguishing Duties

Manage all aspects of assigned projects, coordinate the efforts of city staff associated with specific projects and provide technical assistance in support of assigned projects.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Serve as a member of the Division management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Participate in division operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
3. Develop work plans and project timelines for projects that are assigned to city staff and contractors. Provide project oversight and direction for work in progress to ensure objectives are met. Prepare reports and recommendations as requested.
4. Plan, develop, coordinate, administer and support various computer systems that support engineering and public works.
5. Facilitate pre-construction meetings and coordinate with City staff, contractors and utilities.
6. Develop City policies and procedures.
7. Design and prepare engineering construction plans. Prepare materials for public meetings.
8. Conduct field investigations to identify and resolve issues.
9. Perform right of way services and/or manage consultants hired to conduct these services.
10. Participate in the review of development and construction standards as requested. Provide technical assistance as necessary to re-define processes and requirements.

11. Serve as the department representative on various committees related to project management, technical standard development and land use reviews.
12. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results.
13. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
14. Represent the City in legal or administrative proceedings, other organizations or entities and in other situations as required. Make presentations and provide comment and testimony to neighborhood groups and the City Council as requested. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Produce an acceptable quantity and quality of work that is completed within established timelines.
19. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Knowledge of practices and principles of civil engineering.
- ◆ Knowledge of the laws and regulations regarding the management of public engineering projects.
- ◆ Working knowledge of practices and principles of public/business administration and decision making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to public engineering projects.
- ◆ Advanced knowledge of project management techniques and project budgeting.
- ◆ Advanced knowledge of drafting and asset management software
- ◆ Knowledge of managing consultant and construction contracts.
- ◆ Working knowledge of public real estate laws and practices related to right of way acquisition, property management and condemnation.
- ◆ Working knowledge of preparing and reviewing appraisals, titles, deeds and legal descriptions.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.

- ◆ Comprehensive understanding of land use application, site development permitting and inspection processes.
- ◆ Understanding of mathematics as related to civil engineering principles.
- ◆ Advanced knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Ability to perform engineering computations.
- ◆ Ability to apply and interpret codes and ordinances.
- ◆ Strong ability to read and interpret engineering plans and specifications.
- ◆ Strong skill in managing multiple tasks, contractors and contracts.
- ◆ Strong skill in seeking practical solutions to problems.
- ◆ Strong skill in negotiating agreements with multiple entities.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing, spreadsheet programs or other application software as required for position.

### **Minimum Qualifications Required for Entry**

Bachelor's degree with emphasis in civil engineering, urban planning and project management technology or a related field and 4 years of engineering and/or planning and/or construction project oversight experience including at least 2 years of project management experience involving direction or coordination of contractors, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; daily standing for prolonged periods; daily lifting, moving and carrying objects between 20 – 50 pounds and frequent lifting, moving and carrying objects between 50 – 100 pounds; constant stooping, bending, turning, twisting, crouching, reaching, crawling, kneeling, climbing or balancing; daily confined without freedom to move

around; frequent work in all weather conditions and around traffic; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to disease; daily wearing of protective gear; occasional exposure to electrical current; Respond to emergency conditions off-hours; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

**Classification History**

As of 10/97: Project Manager  
New class specification title 1/98: Project Manager  
Revised: 5/00  
Revised: 11/00  
Revised 11/04  
Revised: 6/06  
New class specification title 1/1/09: Project Manager 1  
Revised: 1/1/09  
Revised 10/26/09

Status: M2  
FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date