

# CITY OF BEAVERTON

## Project Manager 2

### General Summary

Perform a variety of project management duties requiring knowledge of the area of civil engineering, and supervise section operations.

### Key Distinguishing Duties

Overall responsibility for supervising the section operations, including hiring employees, responding to grievances and overseeing the disciplinary process as needed. Manage the design and construction of capital improvement 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. Supervise section operations. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of a division management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Manage the performance of consultants and construction contractors on assigned projects. Recommend payments to contractors and consultants.
2. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Participate in hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Prepare, recommend and monitor budget for assigned engineering projects. Provide explanation for variances.
4. Conduct or coordinate field investigations and prepare narrative reports for the Division Manager. Prepare designs, calculations, analysis and cost estimates.
5. Provide calculations for various project components and review engineering drawings prior to submittal for design reviews. Ensure completeness prior to the bidding process and contract approval.
6. Manage assigned engineering related projects.
7. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.

8. Review inspection reports and project progress, including conformance with specifications and standards. Review construction site safety. Coordinate and participate in construction project bid processes.
9. Prepare Agenda Bills for recommendation of design or award of construction projects for Council approval.
10. Design and prepare construction plans through the use of computer aided drafting and design systems.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Knowledge of practices and principles of civil engineering.
- ◆ Advanced knowledge of the laws and regulations managing public construction projects.

- ◆ Advanced knowledge of project management techniques and project budgeting.
- ◆ Advanced knowledge of managing consultant and construction contracts.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to public construction projects.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.
- ◆ Advanced knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Advanced skill in management of construction projects.
- ◆ Strong ability to successfully manage the functions and budget of projects and contracts.
- ◆ Strong ability to prepare and interpret plans and specifications.
- ◆ Advanced skill in design, analysis and review.
- ◆ Advanced 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 effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced 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.
- ◆ Advanced ability to use word processing and spreadsheet programs and other software applications as required for position.
- ◆ Ability to use general office equipment.

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

Bachelor's degree with emphasis in civil engineering, urban planning, project management technology or a related field, and 8 years of engineering, planning and/or construction project oversight experience including at least 6 years of project management experience, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Valid Oregon 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; occasional dealing with distraught or difficult individuals; occasional response 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

New classification: July 29, 2010

Status: M2

FLSA: Exempt

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date