



POSITION DESCRIPTION

Title: **Public Works Project Manager**
Department: Public Works
FLSA Status: Exempt
Salary: \$78,120 - \$105,096

GENERAL PURPOSE

This position coordinates and directs planning, scheduling, project, and cost control for municipal construction projects. This position also develops cost estimates and cost analysis required for budget forecasts, facilities planning, conceptual studies, and bid comparison of projects for design and construction of projects.

SUPERVISION

This position reports directly to the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties are listed below, the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position;

- Direct the work of consultants and assigned project support staff; monitor the work of contractors.
- Provide cost engineering expertise on construction contract administration, scheduling, contract disputes, and long-range cost and escalation forecasting.
- Provide evaluation of contract damages related to delays, impacts on scheduling by change order work and inefficiency costs due to labor productivity loss.
- Prepare cost estimates for facilities planning based on planning or conceptual studies; prepares contract bid comparison estimates. Prepares cost estimates for capital budget acquisition.
- Prepares analysis of construction cost indices pertinent to division requirements.
- Provides cash flow analysis based on design and construction schedules.
- All other related duties as assigned.
- Consistent, in-person attendance at the job site.

EDUCATION AND EXPERIENCE

A combination of experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- Graduation from high school or GED equivalent, and three years construction project management experience with knowledge of municipal administration.
- Proficient in Microsoft Office.

Necessary Knowledge, Skills, and Abilities

Knowledge of

- principles and practices of basic engineering concepts related to design of real property structures and systems;
- construction standards and practices; construction scheduling;
- cash flow projection;
- contract bid practices;
- construction cost indices; cost estimating principles and techniques; cost control;
- productivity and value analysis.

Ability to

- provide for the timely and accurate preparation of cost engineering services in an independent manner.
- coordinate with necessary department personnel.
- provide cost control by utilizing modern procedures to effectively document disputes.
- evaluate construction schedules.
- apply the latest statutory, regulatory project types and management practices.

PREFERRED QUALIFICATIONS

- Valid Washington State Driver's License is required.
- A bachelor's degree involving major study in architecture, engineering, construction management or closely allied field; and four years' experience in real property construction as a cost estimator
- Certification as a Cost Engineer based on certification by a recognized national association.
- Equivalent education/experience.

TOOLS AND EQUIPMENT USED

Operates a variety of office machines including personal computers and related equipment, calculators, copier, and other specialized equipment related to assigned activities.

PHYSICAL DEMANDS

The physical demands 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.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist, and hand movement.
- May be required to sit for extended periods of time to perform data entry and respond to customers.
- Frequently required to stand and reach with arms and hands.
- Occasionally required to climb, balance, stoop, kneel, crouch, bend, or crawl.
- Specific vision abilities including close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move up to 25 pounds.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

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.

- Works indoors in a clean, climate-controlled workspace.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- Work generally involves concentration and attention to detail.
- Frequent visits to other City environments and may require travel for meetings or training.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.