



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## PROJECTS MANAGER

HOURLY \$72.45 PART TIME

FLSA Designation	Non-Exempt
Established	July 1, 2019
Revised	January 2021
Classification	400: Sr. Management
Range	425

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEPARTMENT / DIVISION** Senior Management

### SUMMARY DESCRIPTION

Receives general direction from the General Manager. Provides highly responsible and complex oversight of District-Wide projects as assigned by the General Manager. Represents the District's interests by providing professional and technical oversight in the design, investigation, inspection, acquisition, engineering and construction of capital improvement projects and other specialty assignments. Coordinates assigned activities with other departments, outside agencies, consultants, contractors and the Town's management team. Writes reports of a complex and technical nature, maintains appropriate work records and serves as a technical resource.

### IDENTIFYING CHARACTERISTICS

The Projects Manager is an "at-will" position responsible for performing oversight of the District's more complex and technical projects as assigned by the General Manager. The incumbent is tasked with providing services that include, but is not limited to, advice, counsel, strategy, problem-solving and guidance. The Projects Manager is expected to be on job sites as required, report to Town facilities and offices as needed, and may work from home as approved by the General Manager. As a regular part-time employee, all hours worked are at the approval of the General Manager and shall not exceed twenty-nine (29) hours per week.

### ESSENTIAL FUNCTIONS

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Relevant to assigned work, analyzes the Town's needs and makes recommendations for developing and implementing programs, policies, procedures, ordinances and work practices.  
Maintains oversight and management responsibility for the design, survey, implementation, construction, and inspection of capital improvement projects and specialty assignments.
2. Coordinates assigned projects with consultants, engineers, contractors, outside agencies, boards, commissions and affected Town departments. Ensures compliance with regulations and reporting requirements.
3. Reviews all engineering activities including design, maps, plans, surveying and inspection.
4. Participates in the development and administration of budgets; directs and forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and recommends expenditures and mid-year budget adjustments.
5. Formulates short and long-range plans for the community's infrastructure in conjunction with other management personnel.
6. Reviews parcel maps, lot line adjustments and plan submittals.
7. Coordinates efforts among contractors, engineers, builders, operators, consultants, utility companies, other agencies and the general public.
8. Reviews easement and right-of-way dedications.
9. Reviews and/or prepares plans and specifications; prepares quantity and cost estimates; assists in the development of design procedures; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness; coordinates requirements for obtaining bids.
10. Interprets, plots and supervises field survey data; reviews laboratory tests; performs field inspections; provides assistance in the interpretation of plans and resolution of problems during construction; reviews as-built plans to ensure compliance with original plans and specifications.
11. As required, maintains logs and writes documents that may include Requests for Proposals and CEQA reports; collects all required inspection approvals; prepares staff reports for the Board; monitors progress on assigned projects to ensure compliance with time and cost schedules for completion; prepares change orders; reviews contractor's estimates and prepares and reviews progress payments.
12. Interprets codes and regulations in the preparation and implementation of projects; calculates valuation; coordinates plan review process with other departments and agencies.
13. Administers and enforces Town codes and standards on projects; addresses and responds to citizen concerns related to work assignments.
14. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Town management and staff, and the public.
15. Perform related duties as assigned.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Modern principles and practices of Capital Improvement Project construction and project management; principles, procedures, practices, and standards of civil engineering; surveying methods and techniques; strength of materials and stress analysis; CEQA requirements; public engineering laws, ordinances, codes, specifications and plans; applicable federal, state and local laws, codes and regulations. Objectives, principles, procedures, standards, practices, trends and innovations in the areas of civil engineering and public administration. Experience interpreting Federal, State and local laws, policies, procedures, regulations, maps and funding sources. Federal aid project reimbursements and invoicing. California Building Codes and the Americans with Disabilities Act. Selecting, overseeing, and evaluating adequacy of consulting engineering services; preparing requests for proposal and CEQA documents; coordinating contract activities and providing technical advice and interpretation as required. Making presentations before various groups, including Town Board of Directors, Committees, Commissions and professional and public meetings as needed. Entrepreneurial methods and techniques used in the public sector. Principles and techniques of budget development and administration. Safe work practices and related regulations. Principles of public speaking, conflict resolution and excellent customer service.

### **Ability to:**

Serve as the project manager on one or more Capital Improvement Projects; prepare accurate plans, specifications, cost estimates, change orders and engineering reports; make accurate engineering computations; analyze and evaluate design drawings and specifications; prepare and manage project budgets; negotiate with citizens, property owners, contractors and other agencies; maintain detailed project management records and documentation; learn and apply established principles and practices of civil engineering; manage the work of outside consultants, contractors, engineers and builders; administer programs involving federal, state and local grants; promote and enforce safe work practices; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**EDUCATION AND EXPERIENCE:** Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's Degree from an accredited college or university in Civil Engineering or a closely related field is required. Master's degree and/or professional accreditations are highly desirable.

**License:**

Valid California Certificate of Registration as a Professional Engineer in Civil Engineering required. Possession of a valid California driver's license is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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.

**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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

**Physical:** Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles and using a personal computer. Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.