

PUBLIC WORKS SENIOR PROJECTS MANAGER

DEFINITION:

Under the general direction of the Public Works Agency Director or Deputy Director, performs a wide variety of professional, technical, budgetary, analytical and resource management activities, including overall management of assigned County CIP (Capital Improvement) Projects, management of contracts with various engineering consultants and designers, and coordination of new property development projects; performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a single class position, which provides technical, analytical and administrative support related to projects for the Amador County Public Works Department. An incumbent in this class works independently and is responsible for the coordination, management and supervision of assigned County Public Works projects and programs. The class is distinguished from that of Senior Civil Engineer by the latter's performance of technical engineering responsibilities.

REPORTS TO:

Public Works Agency Director or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED:

May supervise support staff as assigned.

ESSENTIAL FUNCTIONS:

- Develops, implements, and manages County CIP projects through from project initiation, design, bidding, and construction completion.
- Manages the county-wide traffic count program.
- Develops, implements, and manages contracts with various engineering consultants and designers to assist in review and approval of improvement plans proposed by others, or to develop construction plans for county CIP projects.
- Gives direction to subordinate technical staff to assist in plans preparation, preparing and reviewing improvement plans comments, researching right of way questions, responds to submittal, and other related activities.

- Conducts meetings with developers, engineers, traffic consultants.

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- Assists the Director with the development of plans and programs.
- Assists the Director in developing and implementing land division conditions for map approvals, observation that conditions are met, and other related project implementation steps and processes.
- Manages new property development projects from reviewing the EIR, TIS, preliminary design, to construction implementation and closeout.
- Develops/prepares grant applications and/or applications for funding.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk on slippery and uneven terrain; sufficient manual dexterity and eye-hand coordination to operate office and field engineering equipment; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in both office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Practices, techniques, and equipment used in Public Works projects and operations.
- Local, State and Federal legislation regarding Public Works projects and operations.
- Data collection and analysis.
- Common public works construction methods and materials.
- Use of computers and computer applications relative to administrative and research functions.
- Contract administration.
- Principles of public administration, budgeting and public relations.

Ability to:

- Plan, organize and coordinate engineering and technical aspects of Public Works projects and operations.
- Monitor and evaluate program performance according to established goals and objectives.
- Prepare and effectively present oral and written reports, recommendations, and agenda items to management and staff.
- Perform technical office and field support work in a variety of areas.
- Develop accurate records, sketches, and notes.

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- Make accurate mathematical calculations and work with spreadsheets.
- Interpret and ensure compliance with Federal, State and local codes, laws and regulations pertaining to Public Works programs and operations.
- Establish and maintain effective working relationships with fellow employees, engineers, the public, representatives from other agencies and community organizations.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from an accredited college or university with major coursework in the physical sciences, business administration, public administration, environmental management, or other related field,

OR

At least two years of experience coordinating engineering, technical or Public Works projects or programs.

Special Requirements: Possession of an appropriate California Driver's License issued by the Department of Motor Vehicles.