

RESOLUTION NO. 2018-084

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB DESCRIPTION FOR PROJECT MANAGER, RECLASSIFICATION OF THE PROJECT COORDINATOR TO A PROJECT MANAGER, AND DELETION OF THE PROJECT COORDINATOR CLASSIFICATION IN THE PUBLIC WORKS DEPARTMENT

WHEREAS, staff has conducted an assessment of its operational needs and determined that an upgrade of the current Project Coordinator position to include the full range of duties associated with Public Works projects would improve the delivery of infrastructure projects; and

WHEREAS, staff recommends that the existing Project Coordinator be modified to create a new job classification of Project Manager; and

WHEREAS, staff recommends placement of the Project Manager in a new Rohnert Park Employees' Association (RPEA) Unit salary range 90 (\$6,769.78 - \$8,228.87 Monthly); and

WHEREAS, the Fiscal Year 2018-19 staffing plan and operating budget for the Public Works Department included this upgraded position; and

WHEREAS, staff has developed a job description for the new position that reflects the expected duties and performance for the position.

WHEREAS, the existing Project Coordinator has the required skills and is performing Project Manager duties for the Public Works Department; and

WHEREAS, staff recommends reclassifying the Project Coordinator to a Project Manager.

WHEREAS, staff recommends approval of the deletion of the Project Coordinator position and the addition of one Project Manager at the new salary range 90 in the RPEA Unit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby approve the position title, salary range and associated job description for Project Manager, which is attached hereto as Exhibit "A" and incorporated by this reference; and

BE IT FURTHER RESOLVED that it does hereby authorize and approve the reclassification of the Project Coordinator position to a Project Manager position and the deletion of the Project Coordinator classification in the Public Works Department effective with the adoption of the FY 2018-19 Budget.

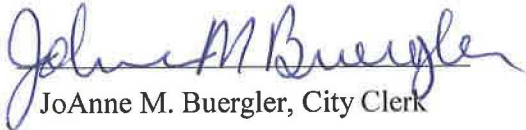
DULY AND REGULARLY ADOPTED this 12th day of June, 2018.

CITY OF ROHNERT PARK



Pam Stafford, Mayor

ATTEST:


JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

AHANOTU: Aye BELFORTE: Aye MACKENZIE: Aye CALLINAN: Aye STAFFORD: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

Exhibit "A"

City of Rohnert Park

PROJECT MANAGER \$6,769.78 - \$8,228.87 monthly

DEFINITION

Plans, organizes, manages and executes various capital improvement and maintenance projects.

DISTINGUISHING CHARACTERISTICS

The Project Manager has the responsibility to administer and manage the design and construction of complex projects through final construction and enforce contract compliance. The Project Manager works closely with various design and engineering consultants, developers, builders, public agencies, and contractors to ensure that City ordinances and standards are upheld and project schedules and budgets are met.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the Director of Public Works and Community Services a. Responsibilities include managing contractors or consultants and may include the direct and indirect supervision of technical and support services positions.

ESSENTIAL DUTIES

These duties are a representative sample; position assignments may vary.

- Plans, coordinates, and manages the design and construction of infrastructure, facilities, and maintenance projects from program planning through final acceptance of construction and warranty period.
- Works with engineers and consultants on development and preparation of work orders, plans, specifications, and estimates pertaining to construction, maintenance, and operation of municipal facilities and equipment.
- Manages contractor selection process, fee negotiations, and approval of contracts and agreements.
- Participates in the selection and supervision of private professional engineers for the development of plans, specifications, studies and reports
- Prepares various applications for state and federal grants and prepares grant reporting information
- Reviews and makes recommendations on technical reports and studies
- Assembles construction contract packages including bid, contract and technical documents and final cost estimate; oversees invitation and receipt of bids.
- Researches, investigates and makes recommendations on project problems; provides technical support in the updating of various city projects.
- Ensures the City's compliance with various ordinances, codes and applicable laws including those pertaining to building, fire, safety, accessibility, environmental codes and regulations
- Tracks and monitors all project activities; reviews work under construction to make sure that all new construction and alteration work being performed by contractors complies with plans, specifications, codes and ordinances;

- Oversees projects, staff, and contractors;
- Attends meetings at various sites; represents the department in meetings and conferences related to construction materials or work standards; coordinates the work of multi-disciplinary staff across multiple departments.
- Prepares budget reports and cost control analyses; keeps projects within approved budgets and on their approved schedule; maintains accurate reports of contract work and other assigned activities; analyzes claims and recommends approval of consultant/contracts payment, reviews progress, performance and completion reports, purchase requests, requisitions, and reports of claims against the City.
- Coordinates and conducts community meetings associated with project(s) and responds to community issues and concerns; conducts presentations to governmental and regulatory agencies and the City Council.
- Prepares and presents a variety of reports, recommendations, contracts, and memoranda relating to department matters to management, City Council, other public agencies, advisory bodies, and the community.
- Assists Public Works staff in establishing goals and priorities, for capital and maintenance project planning.
- Prepares and processes documents necessary for applicable notices, permits and approvals.
- Develops agreements with public agencies and appropriate private parties for capital projects.
- Manages projects during construction, including coordination of City departments and preparation of change orders, payment requests, punch-lists and final reports.
- Assures that as-built data is properly recorded, operation and maintenance data is distributed and that the project is properly closed out at completion.
- Follows through on warranty issues during warranty period and assures timely and proper repair or replacement of covered items.
- Provides regular status reports for all assigned projects.
- Provides direction and guidance for the work of technical and support staff as needed.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrates care for the organization, customers, and coworkers
- Performs work of the highest quality possible
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS

Education and/or Experience:

Bachelor's Degree in engineering, architecture, project management, construction management, public or business administration or a closely-related field, and four (4)

City of Rohnert Park
Project Manager
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years of full-time, progressively responsible experience in the administration and management of capital improvement projects.

Two (2) additional years of full-time, progressively responsible experience in project management may substitute for graduation from college or university.

Knowledge of:

- Considerable knowledge of the principles and practices of construction project management
- Knowledge of civil engineering, building and labor codes, design and construction principles and practices as applied to public works projects, building construction, facilities maintenance and rehabilitation
- Methods of preparing designs, plans, specifications, estimates, and acquiring funding for the development of public works facilities and building construction
- General knowledge of public administration, finance, budgeting, and accounting
- In depth knowledge of Public Contracts Codes, purchasing, bidding and procurement.

Skill to:

- Effectively schedule design and construction projects and administer contracts to meet deadlines
- Establish work priorities and realistic time deadlines
- Prepare construction/consultant contracts and requests for proposal
- Use spreadsheets and word processing software packages, organize data and materials, and prepare reports and documents
- Work effectively with consultants, contractors and City staff, and to supervise and coordinate their work
- Use and interpret work products of CAD and GIS software
- Prepare comprehensive and concise technical reports
- Create and maintain appropriate and accurate records
- Communicate professionally and effectively with members of the public, the development community, public officials, other City staff and staff of other public agencies
- Work without close supervision or direction in the execution and delivery of capital and maintenance projects

Ability to:

- Formulate, evaluate, and make recommendations on policies and procedures affecting the Capital Improvement Program
- Analyze facts and draw logical conclusions
- Interpret and apply a variety of government rules, laws, and policies while performing a variety of administrative assignments
- Work effectively under pressure
- Take responsibility and exercise good judgment in recognizing scope of authority
- Make effective public presentations

LICENSE/CERTIFICATE REQUIREMENTS

Possession of a Class C California Driver's License by date of appointment.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. It requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer key board. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. Hearing and speaking is required in communicating with individuals and groups. When visiting construction site, the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, noise and mechanical hazards such as construction equipment.

FLSA Status: Exempt
Employee Unit: Rohnert Park Employees' Association (RPEA)
Approved By:
Date Approved