



CLASS SPECIFICATION

Class Code: 60016701
Date Established: 07/2009
Last Reviewed: 06/2022
Last Revised: 06/2022
Last Title Change:
FLSA: Exempt
Probation: 12 Months

PROJECT MANAGER

DEFINITION

Under general direction, prepares plans and designs for the Capital Projects Division in the Community Services Department; develops cost estimates and writes specifications for new projects and the remodeling and repair of existing County facilities; carries out all phases of construction management during projects; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in architecture, architectural engineering, construction management, engineering or a closely related field and four years of full-time experience performing project management in public works, engineering and construction work; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Serves as a lead worker over the Project Coordinator and technical support staff.

DISTINGUISHING CHARACTERISTICS

Incumbents perform the full range of professional architectural and engineering work, as well as provide lead direction and work coordination for the Project Coordinator and technical support staff. This class is distinguished from the Project Coordinator in that the Project Coordinator classification is an entry level project management position.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provide work direction, training, and coordination for the Project Coordinator and technical support staff, establishing work priorities, scheduling assignments, and reviewing completed work.

Assist in Countywide Facility Space Planning and Strategic Facility Space Planning.

Provide Architect/Engineer Facility review for proposed lease space.

Consult with requesting County departments to determine project requirements; design several preliminary sketches for review and feedback.

Draw plans and prepare final designs from preliminary sketches; coordinate with others to prepare total project packages for official County records.

Develop materials and labor cost estimates for proposed projects, determining the amount of budget allocation requests.

Monitor in-house and consultant estimates to ensure conformity with budget guidelines.

Draft requests for permission to go to bid; submit necessary documentation for project justification to the Board of County Commissioners for approval.

Develop and submit advertisements for bid requests and proposals for review by bidders.

Attend bid openings and recommend bid awards to the Board of County Commissioners.

Recommend project modifications to reduce costs when bids exceed the approved budget.

Initiate project construction, conducting pre-construction conferences with contractors and County representatives to review contract terms, specifications, general construction procedures, contractor's proof of adequate insurance, and conformance with Washoe County regulations.

Conduct on-site inspections of construction projects in progress, ensuring conformance with specifications and contract terms, issuing stop work orders if substandard methods and/or materials are being used.

Recommend approval of progress payments based upon completion of approved work.

Maintain account records for all billings and payments related to projects.

Conduct final project walk-through with appropriate persons to determine compliance with contract provisions prior to submitting a recommendation for bond release and approval of final payment.

Provide a variety of assistance to the public.

Review plans and specifications prepared by others, suggesting modifications and developing solutions for a variety of problems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County policies and procedures pertaining to the design, construction, remodeling, and repair of County structures and facilities, including preliminary planning and design.

Washoe County, City of Reno, City of Sparks, and State of Nevada codes and regulations pertaining to construction and construction materials.

Washoe County construction project development, administration, and management procedures including bid openings and awards, pre-construction conferences, payment for completed work, and issuing stop work orders for substandard work or materials.

Departmental policies and procedures.

Computer software specific to the department/division.

Ability to:

Provide work direction, coordination, and training for other staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

60016701 (Project Manager)

Architectural practices and procedures, including the elements of design, working drawings, and specifications.

International Building Codes.

Building materials, including costs, uses, and sources of supply.

Sound construction procedures, safety standards for trades work, and quality of construction materials.

Contract administration procedures.

Basic math and trigonometry.

Principles of work direction, training, and coordination.

Dispute resolution and facilitation principles.

Ability to:

Conduct bid openings and recommend bid awards to the Board of County Commissioners.

Recommend project modifications to reduce costs when bids exceed approved budgets.

Read and interpret building codes, applicable laws, and regulations.

Establish and maintain project budgets and schedules.

Operate a computer and computer programs.

Organize and administer construction projects.

Draw plans from sketches.

Manage construction projects including recordkeeping, filing of reports, monitoring accounts, and scheduling work.

Communicate effectively both orally and in writing.

Maintain effective working relationships with contractors, County staff, and elected officials.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to walk on uneven or slippery surfaces. Ability to bend, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs. Ability to use blueprint machine, engineering calculator, and office equipment such as computer, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.