ASHEVILLE, NORTH CAROLINA

Classification Specification

Project Manager I
Job Code: 9915
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to execute all phases of multi-faceted construction, maintenance, or rehabilitation projects from inception to completion, to include programming, planning, design, bids and contract award, and construction, for an assigned department or division.

Distinguishing Characteristics:

This is the entry level in the Project Manager series.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops project plans and project team: identifies and coordinates project team members; identifies and manages critical path tasks; sets and meets interim project goals; sets and manages project contingency; performs change control; and other associated project management efforts needed to ensure that project schedule and budget are met.

Provides technical advice, information, and assistance to consultants, contractors, engineers, other City officials, and the public regarding applicable procedures, regulations, and standards.

Supervises and provides direction and assistance to consultants, contractors, and work crews: organizes, prioritizes, and coordinates work activities; monitors status of work in progress and inspects completed work to ensure

compliance with contracts, including costs, schedule, specifications, and quality of work; and provides technical expertise and assistance with complex/problem situations.

Serves as the project liaison to the public, media, other government agencies, and other City departments/officials regarding project planning, design and construction progress: solicits input and feedback; coordinates public relations and education activities; responds to inquiries; makes presentations to City Council, and neighborhood and civic groups; develops press releases and public information materials for distribution; and participates in legal activities relating to assigned projects.

Represents the project internally for all City concerns: consults with City department directors and other staff to review status of projects, review and resolve problems, receive advice and direction, and provide recommendations; facilitates the coordination of project meetings, communications, and work activities between key business units, project teams, government agencies, and other participants; assists in resolving problems or conflicts between project participants; recommends solutions to problems and facilitates implementation; and prepares executive summaries and reports for presentation to BOC, commissions, boards, or other officials as requested.

Manages administrative aspects of the project: negotiates and monitors budget and expenditures; updates project schedules and monitors progress of project in meeting established schedule; processes purchase order requisitions, work orders, and invoices; reviews project progress reports submitted by contractors and work crews; coordinates acquisition and/or maintenance of required permitting; schedules inspections to ensure compliance with all regulatory requirements; facilitates adherence to all reporting and documentation requirements; and evaluates and monitors progress against performance and quality measurements.

Coordinates and participates in the programming phase of the project, including planning and preliminary design and concepts: identifies user needs and requirements; confers with all appropriate parties to solicit input and feedback; develops cost projections, engineering specifications, project budgets, and schedules; and facilitates approval of project and final design.

Coordinates process for bidding and contracting of services of various project components in conjunction with departmental or City contract administrators; prepares Requests For Proposal (RFPs); prepares bid packages; conducts pre-bid and pre-construction meetings; issues addendum to clarify questionable issues; participates in negotiations of scope of services and fees for professional services agreements; and makes recommendations regarding selection of vendors and awarding of contracts.

Manages projects during construction phases; attends regular project progress meetings; works with consultants, contractors, and work crews to resolve problems and initiate the appropriate solutions; assists with field decisions and approves change orders as appropriate; prepares, reviews, and processes change orders for changes to contracted scope of work; monitors adherence to project schedules; inspects quality of construction work and materials; coordinates final inspections with contractors and engineers; and facilitates project acceptance with other City departments or government agencies.

Prepares, coordinates, and/or reviews construction and engineering plans, designs, and specifications pertaining to assigned projects: performs or requests the consultant to provide modeling, testing, planning, and engineering studies in support of project analysis and design; reviews and verifies engineering calculations and analysis submitted by consultant engineers meets specifications and professional standards; verifies compliance of consultant recommendations to City policy; and makes recommendations concerning improvements, modifications, design strategies, structural systems, or other aspects of project development.

Communicates with City administrators and elected officials, supervisor, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, budget and financial records, project plans and designs, schedules, staff and progress reports, communications materials, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Construction Management, Engineering, or a related field required; supplemented by three years of experience in project design, planning, and execution; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving

the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.