ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Project Development
Job Code: 4090
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to develop and manage street and sidewalk construction and maintenance projects and related contracts and to supervise staff involved in inspecting street and sidewalk construction and maintenance projects.

Distinguishing Characteristics:

This is a single level classification.

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.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to management; and updates and maintains department standard operating procedure manuals.

Supervises street construction and maintenance inspection activities: ensures all construction activities comply with applicable local, state, and federal codes, ordinances, and standards; and reviews and ensures maintenance of inspection logs and records.

Develops plans for street construction and maintenance projects: determines treatments, designs, specifications, and quantities to for resurfacing, concrete, retaining walls, stabilized slopes, median maintenance, street tree planning, median mowing, guardrail weed eating, guardrail installation and maintenance, bridge painting, or other projects as assigned; prioritizes projects; and develops project scope of work, schedule, and budget.

Coordinates process for bidding and contracting of services to complete assigned projects: 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.

Administers awarded contracts: supervises and provides direction to contractors; 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; approves all contractor pay requests; provides technical expertise and assistance with complex/problem situations; and determines acceptance of final project.

Manages and coordinates other project activities: coordinates required inspections; coordinates acquisition and/or maintenance of required permitting and easements; prepares resolutions and staff reports for presentation to City Council; facilitates adherence to all reporting and documentation requirements; and evaluates and monitors progress against performance and quality measurements.

Serves as the project liaison to the public: solicits input and feedback; coordinates public relations and education activities; responds to inquiries; makes presentations to neighborhood and civic groups; and assists in developing press releases, as needed.

Coordinates project activities with other City departments: facilitates communication and work activities between key business units; assists in resolving problems or conflicts; recommends solutions to problems; and facilitates implementation.

Communicates with City officials, supervisor, subordinates, other City employees, contractors, utility companies, 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, pay request, site plans, geotech reports, bid documents, inspection reports, time sheets, staff reports, resolutions, easements, contract documents, employee performance evaluations 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 Engineering, Environmental Science or a related field required; supplemented by five years of experience in managing public works projects, to include lead or supervisory experience; 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 act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

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, and/or advisory 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 colors or shades of colors, sounds, odor, depth, texture, 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.