

City of Imperial Beach
POSITION DESCRIPTION

Title: Projects Manager Technician
Department: Public Works
Division: CIP

GENERAL PURPOSE

Under direction to assist in the coordination, planning, design, construction, and operation of City projects; and to perform related work.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May coordinate construction projects of average size and difficulty; May prepare contract documents and specifications; coordinate construction costs and time requirements; may exercises functional supervision of professional, sub professional personnel and contract personnel; may inspect a specific phase of a project; represents the City in meetings with citizen groups, architects, engineers, contractors, City Departments and other governmental agencies concerned with architectural construction and project operation and management; coordinates the preparation of or approves all documents, plans and specifications, bidding procedure and contract awards; acts as Project Coordinator and exercises functional supervision of assigned personnel in design inspection and construction; analyzes and makes reports and recommendations concerning the projects being coordinated; and reviews and prepares reports.

PERIPHERAL DUTIES

Operates a vehicle for the function of all construction projects and meetings under the direction of the Public Works Director.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

An Associate degree preferably in project construction management or a related field. And two years of commercial, industrial, governmental, or large scale residential construction project management experience which must include all the following: preparing and reviewing contract documents; and planning, coordinating, estimating and scheduling construction projects. One year of professional engineering, architectural or plan review experience may be substituted for up to one year of the required construction project management experience.

City of Imperial Beach
Projects Manager Technician
Page 2

KNOWLEDGE OF

Computer inventory and record keeping activities, development of reports on need for improvement projects; Provisions of Federal and State laws related to municipal public works projects; modern automated office methods, procedures and practices.

ABILITY TO

Ability to read and interpret engineering plans and specifications and to interpret them to others; prepare a variety of reports and presentations; Ability to effectively communicate complex technical information orally and in writing to contractors, developers, consultants, other governmental agency representatives, and the general public. Estimate project costs; and understand and carry out oral and written instructions.

TOOLS AND EQUIPMENT

Phones; mainframe computer terminal; personal computer including Microsoft or word, excel & power point software; copy machine; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.