



Project Manager I

Class Code:
10266

Bargaining Unit: SCEA - Professional and
Technical

CITY OF STOCKTON
Revision Date: Dec 16, 2010

FLSA:

Non-Exempt

DEFINITION:

Under general direction, plans, organizes, and administers Public Works, Municipal Utilities, or other City projects of various levels of complexity; may lead and coordinate activities of Capital Improvement Program (CIP) project teams; leads and coordinates the work of assigned professional and support staff who are acting as project team members; performs related duties as assigned.

CLASS CHARACTERISTICS:

This is a deep class in which incumbents may be assigned to any level, provided that they possess the required education and experience and successfully demonstrate proficiency which meets the qualifications for the class to which they are to be assigned. In addition, incumbents may be assigned to a comparable level in the Junior/Assistant/Associate Engineer Class, provided that they possess the required education, license, and experience and successfully demonstrate proficiency that meets the qualifications for the class to which they are to be assigned. This class is distinguished from the Program Manager class in that the latter relates to the administration of specialized programs or groups of related projects.

Project Manager I is the entry level class of the series, in which incumbents perform the more routine day to day administration duties while learning specific City and departmental procedures and techniques related to project management. As experience is gained, assignments become more diversified and complex and are performed under more general supervision.

Project Manager II is the journey level class of the series, in which incumbents are expected to exercise sound, independent judgment in the day-to-day administration of specialized or complex projects and activities.

Project Manager III is the advanced journey level of the series, responsible for administration of the most difficult and complex projects and related activities. The incumbent may also assist Program Managers with policy development and/or program/project planning.

PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

1. Plans, organizes, administers, and coordinates the implementation of Public Works, Municipal Utilities, or other City projects.
2. Plans, assigns, and reviews the work of technical and professional team members; participates in the selection of staff for participation on project teams.
3. Facilitates project team meetings.
4. Prepares a variety of periodic progress and special reports related to projects and activities.
5. Confers and negotiates with developers and property owners relative to the acquisition and disposition of property and improvements; may draft contract language and performance specifications.
6. Represents the City in meetings with representatives of governmental agencies, professional, business, and community organizations and the public.
7. Assists in the preparation of budgets for Capital Improvement Projects.
8. Reviews cost estimates, interprets plans and specifications for contractors, and determines contractual compliance.
9. Interprets and administers applicable ordinances relating to project requirements.
10. Responds personally or in writing to questions or complaints related to project activities or policy.
11. Conducts contract bid openings for Public Works projects, including review and approval of bid documentation.
12. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education/Experience:

Project Manager I:

Possession of a Bachelor's degree from an accredited college or university with major course work in engineering, business or public administration, or a closely related field; AND one (1) year of project leadership experience in government or engineering-related projects.

OR

Possession of an Associate of Arts degree or completion of sixty (60) semester units or equivalent quarter hours from an accredited college or university with major course work in pre-engineering, business or public administration, or closely related field; AND three (3) years of project leadership experience in government or engineering-related projects.

Project Manager II:

Possession of a Bachelor's degree from an accredited college or university with major course work in engineering, business or public administration, or a closely related field; AND two (2) years of project management experience at a level equivalent to the City's class of Project Manager I.

OR

Possession of an Associate of Arts degree or completion of sixty (60) semester units or equivalent quarter hours from an accredited college or university with major course work in pre-engineering, business or public administration, or closely related field; AND four (4) years of project management experience at a level equivalent to the City's class of Project Manager I.

Project Manager III:

Possession of a Bachelor's degree from an accredited college or university with major course work in engineering, business or public administration, or a closely related field; AND, two (2) years of project management experience at a level equivalent to the City's Project Manager II class.

Other Requirements:

- Specified positions may require possession of a valid California Class C Driver License.

Knowledge of:

- Developing project administration, monitoring, and evaluation techniques;
- Principles, practices, and techniques of project administration, including monitoring and evaluation;
- Administrative principles and practices, including goals and objectives development, work planning, and employee supervision;
- Business and engineering computer use applications;
- Basic budgetary principles and practices;
- Basic supervisory principles and practices;
- Team leadership and facilitation principles and techniques;
- Principles and practices of contract administration and project management and evaluation;
- Applicable codes, regulations, and standards relating to City contract administration;
- Safety practices pertaining to the work;
- Construction materials, methods, and equipment.

Skill in:

- Planning, organizing, assigning, reviewing, and directing the work of project team members;
- Organizing work, setting priorities, establishing goals and objectives, and exercising sound independent judgment within established guidelines;
- Establishing and maintaining cooperative working relationships with those contacted in the course of the work;
- Preparing clear and concise reports, correspondence, and other written materials;
- Effectively representing the City in meetings with public agencies and others outside the City;
- Interpreting and applying complex rules, regulations, laws, and ordinances;
- Making persuasive oral presentations of ideas and recommendations.

HISTORICAL NOTE:

Spec Adopted: 04/15/1999
Resolution: CS99-038
Established: 07/06/1999
Resolution: CC99-0322
Spec Amended: 12/01/2005
Resolution: CS05-160
Spec Amended: 12/16/2010
Resolution: CS10-031

CS Status: Classified

FLSA Status: Non-Exempt
Unit: SCEA/P & T