

RESOLUTION NO. 26/2019

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE
MADERA ADOPTING THE POSITION CLASSIFICATION AND JOB
DESCRIPTION OF FIELD PROJECT MANAGER**

WHEREAS, a classification plan is considered a foundation for a sound personnel system; and

WHEREAS, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

WHEREAS, in reviewing current programs, responsibilities and planned capital improvement projects over the next decade, there is compelling justification for a full-time employee that can serve as a Field Project Manager; and

WHEREAS, it is estimated this new position would provide the Town significant financial savings over the next five years, through limiting the use of higher-cost consultants and contracted project management services; and

WHEREAS, this at-will position is term-limited to a five-year term with an option to renew for one additional year; and

WHEREAS, the term limit will allow staff and the Town Council to test the efficacy of the endeavor and to re-evaluate fiscal impacts to payroll, staffing, pensions and other costs; and

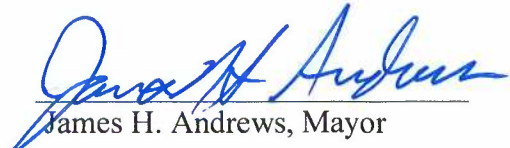
WHEREAS, it is necessary to adopt the position classification and job description of Field Project Manager.

NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby adopt the position classification and job description of Field Project Manager as set forth in Exhibit A.

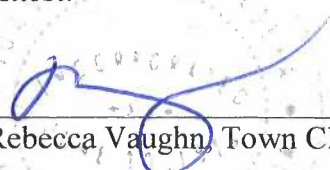
I, the undersigned, hereby certify that the foregoing is a full, true and complete copy of a resolution duly passed and adopted by the Town Council of the Town of Corte Madera at a regular meeting thereof held on the 2nd day of July, 2019, by the following vote:

AYES: Councilmembers: Andrews, Bailey, Beckman, Kunhardt, Ravasio
NOES: Councilmembers: - None -
ABSENT: Councilmembers: - None -

Approved:


James H. Andrews, Mayor

Attest:


Rebecca Vaughn, Town Clerk

TOWN OF CORTE MADERA

Field Project Manager

DEFINITION

Under general direction, manages the planning, design, bidding, construction management and contract administration of assigned capital projects and improvements with an emphasis on field related assignments for the Department of Public Works. This role also includes supporting construction management engineering staff; overseeing contractor performance of Public Works projects or of major construction projects of Town infrastructure; coordinating construction projects with other Town departments, outside agencies and private entities; conducting permit reviews and inspections to support Town programs and performing related duties as required.

DISTINGUISHING CHARACTERISTICS

The Field Project Manager is a mid-management level classification that is responsible for a major professional function within the Department of Public Works. This class is responsible for performing complex field assignments including associated reports and documentation relating to infrastructure design, project management, construction management, construction inspection and permit review requiring a thorough knowledge of construction methods and practices; civil engineering principles and practices, construction management administration, and associated federal, state and Town codes and regulations. The employee in this class is expected to exercise discretion in applying policies and procedures to resolve organizational and service delivery problems and to ensure that assigned projects and activities are completed in a timely and efficient manner.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Director of the Public Works Director, Town Engineer and/or Senior Civil Engineer(s). May exercise supervision of subordinate Town staff, including engineers or maintenance staff and/or contract/temporary staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Note: The following duties are performed by employees in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

Manages, organizes, and directs the planning, design, and preparation of project drawings, specifications, schedules, and estimates for the construction of structures, roads, and related infrastructure.

Plans, organizes and supervises the work of staff engineers and professional and paraprofessional subordinates at a number of locations.

Assures that the project's program and conceptual design meets the Town's needs and is compatible with master plans.

Manages major or complex functions and capital projects from conceptual design through final acceptance of construction and warranty period.

Initiates the preparation of and presents feasibility studies, complex cost estimates, schedules, and programs for the development of infrastructure.

Tracks and monitors all project activities; reviews work under construction to ensure that all new construction and alteration work being performed by consultants and contractors complies with plans, specifications, and codes; and coordinates the work of multi-disciplinary staff across organizational boundaries.

Prepares budget reports and cost control analyses; keeps projects within approved budgets and on their approved schedules; analyzes claims and recommends approval of consultant/contractor payments and construction survey requests.

Negotiates contract change orders and checks contractors' performance and adherence to time schedules.

Oversees project staff, contractors, and consultants and attends meetings at various sites; coordinates projects with contractors' superintendents; coordinates work of utilities and other outside agencies to minimize project delays.

Resolves construction problems expeditiously in accordance with good engineering and safety practices.

Represents the department in meetings and conferences related to construction, materials or work standards.

Coordinates and participates in community meetings associated with project(s) and responds to community issues and concerns.

Evaluates the performance of a consultant or contractor performing a service under a contract and recommends changes as indicated by quantity and quality of service provided.

Attends and participates in presentations to governmental and regulatory agencies, community groups and the Town Council.

Conducts analyses and prepares response on capital project proposals, provides ongoing reports on projects, attends meetings, and coordinates project work with other personnel from Town departments or other local governmental or regulatory agencies, and other stakeholders.

Communicates effectively with upper-level management and creates management reports; communicates effectively with subordinate staff; effectively mentors, coaches, trains and evaluates subordinate staff; coordinates training for professional and paraprofessional subordinates.

Reviews and approves private development plans and other projects requiring issuance of Town permits or enforcement of applicable codes and ordinances.

Inspects private development permits to ensure that the work is constructed in compliance with the approved permits and applicable codes and ordinances.

Writes reports; prepares correspondence.

Ensures related files and records are accurate and maintained properly.

Performs a variety of difficult field and office tasks; performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of civil engineering, construction practices and/or construction management in order to take charge of construction projects, including materials, methods, and tools used in repair and construction of buildings, structures and infrastructure.

Federal, state and local codes, statutes, and regulations pertaining to public sector construction projects and contract and labor compliance.

Principles and practices of project management and evaluation.

Cost estimating and cost control techniques.

Statistics and advanced mathematics including algebra and analytic geometry.

Current methods of using engineering or field sampling inspection equipment including calculators, computer, and surveying instruments.

Concrete slump/strength testing, soil/asphalt concrete compaction, and soil aggregate gradation.

Federal, state and local contract administration and quality control procedures.

Safety regulations and procedures.

Public safety and security including relevant equipment, policies, practices, procedures, and strategies to promote effective local and state security operations for the protection of people, property, and data.

Government purchasing and bidding policies, practices and procedures.

Professional services contracting.

Disability access compliance and related Americans with Disabilities Act (ADA) laws.

General knowledge of materials, testing procedures, and priority sequence of construction.

Principles and practices of public and personnel supervision including motivation, training and performance evaluation.

Modern office methods, procedures and equipment including a computer terminal; Windows- based computer operating system at an intermediate or greater level including but not limited to Microsoft Word, Excel, Outlook, and Internet Explorer.

English usage, spelling, grammar and punctuation.

Principles and procedures of record keeping, tracking and maintenance.

Principles and techniques used in dealing with the public.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Plan, organize, supervise, and evaluate the work of professional, contract and paraprofessional staff.

Organize works and establish priorities and set goals and objectives.

Develop and implement a variety of projects to meet Town goals and objectives.
Represent the Town in meetings with other departments, agencies, contractors, consultants, businesses, and the public.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Coordinate and adjust action in relation to others' actions.

Employ critical thinking by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Estimate project costs and duration.

Analyze and solve problems quickly and effectively.

Manage the work of project consultants, contractors, and staff working on a project.

Adapt to changing priorities.

Exercise sound independent judgment within general policy guidelines.

Interpret, apply and explain complex technical drawings and plans and other engineering material related to structures, hydraulics, soil mechanics, surveying and related disciplines.

Interpret, apply and explain laws, regulations, policies, and procedures to contractors, consultants, inspectors and other parties.

Retain and recall technical data and legal provisions.

Manage projects through effective project management methods.

Draft and interpret contract terms.

Develop and maintain effective working relationships with employees, other Town departments, property owners, consultants, contractors and the general public.

Listen attentively; conduct negotiations in a persuasive manner.

Handle conflict effectively.

Communicate effectively and clearly orally and in writing on a wide variety of topics, including when conveying technical information, giving instructions or writing technical reports, correspondence and records.

Develop management information reports.

Adjust to workload changes and work under stress to meet deadlines.

Experience and Training Guidelines:

Any combination equivalent of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of full-time, increasingly responsible experience in the areas of project management, construction management, construction operations, engineering (civil, structural, mechanical, or electrical), architecture, road maintenance, building and/or facility management, or a closely related field.

Two years of such experience must have included significant supervisory responsibilities.

Training:

Equivalent to a Bachelor's degree in civil or structural engineering, construction management, design management, architecture, or a related field from an accredited college or university may substitute for two of the years of the required experience.

License/Certificates

Possession of a valid California driver's license is required and satisfactory driving history.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to lift and move items of moderate weight up to 25 lbs.; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry, and/or use of calculators, computers, or other office equipment or supplies; may involve extensive VDT exposure. Requires visual acuity corrected to 20/20, color perception and depth perception to perform duties in an office or field environment.

Ability to work in a construction field environment with exposure to noise, dust, chemicals, uneven surfaces, weather conditions, construction vehicles and equipment, scaffolding, traffic and other items associated with construction work sites. Ability to lift, carry, move and operate various items and equipment weighing up to 25 lbs. in a field environment; requires sufficient hand/eye coordination to perform movements related to operating equipment, reviewing blueprints, maps and other documents; acute hearing to determine sounds, movement of construction equipment and vehicles, hear and understand voices in a noisy environment. Ability to stand, sit, stoop, and kneel for prolonged periods of time; ability to climb ladders on occasion.

Effective Date:

Revised:

Council Approval: Res. No. 26/2019, July 2, 2019