



City of Casa Grande

Project Manager

GENERAL PURPOSE: Under limited supervision, manages, coordinates and directs development, redevelopment and capital improvement projects, from establishment of project scope and objectives through construction and warranty period.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, organizes, coordinates and monitors activities and functions of development projects in cooperation with other departments and outside agencies, contractors and design professionals.
- Works with department representatives and other stakeholders to develop and refine capital improvement project scope and objectives.
- Prepares requests for proposals/qualifications, manages consultant selection process, prepares or assists in the preparation of plans and specifications, assists in the preparation of contracts for outside professional services and construction services, bid documents; makes recommendations for contract award.
- Determines objectives and sets project priorities and completion timelines; assures efficient operations, sound fiscal practices, and effective resource allocation.
- Facilitates the advancement of projects through various phases of implementations; prepares and delivers status reports.
- Resolves procedural, operational and other project-related problems.
- Interacts with utility companies and other agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
- Prepares and administers budgets; manages the collection, analysis and reporting of project, operational and financial data.
- Represents City at various meetings and events.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: May supervise technical and support staff.

JOB DESCRIPTION

8106 Project Manager

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelors degree in public or business administration, architecture, engineering, construction management, or a related field; and six (6) year's experience in construction project management, civil engineering (preferably in the public sector) or similar area; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of methods, principles and practices of project management.
- Knowledge of regulatory and procedural requirements regarding the review and approval of development and construction projects.
- Knowledge of principles and methods of budget preparation and expenditure control.
- Knowledge of technical standards, statutory provisions, regulatory codes, other requirements pertaining to development and construction projects.
- Knowledge of project development, scheduling, monitoring and control systems.
- Knowledge of construction methods and materials.
- Knowledge of the principles of record keeping and records management.

- Skill in effectively managing construction projects.
- Skill in interpreting and applying statutes, rules, ordinances, codes and regulations.
- Skill in formulation and administration of contracts and in management of consultants and contractors.
- Skill in development of estimates, plans, and specifications of projects.
- Skill in analyzing issues and preparing recommendations based on findings.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, construction professionals, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Arizona driver's license; depending on the needs of the City, incumbent may be required to obtain additional technical certifications.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.