

POSITION AVAILABLE

PROJECT MANAGER

Capital Improvement Project Manager, independently working under the supervision of a Senior Engineer/Project Manager and/or Municipal Client, responsible for management and delivery of public works and capital improvement projects. Those projects may be funded locally or by county, regional, state, and federal funding agencies. In addition, provide project support for public works projects including reviewing plans, specifications, engineer's estimates, geotechnical reports, hydraulic reports, environmental reports, and other documents as necessary to deliver the projects.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties and responsibilities is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in these classes.

TYPICAL DUTIES AND RESPONSIBILITIES (May include but not be limited to):

- Management of Capital Improvement Projects including street and bridge improvements/widenings, sidewalk improvements, traffic signal improvements, public works facility improvements, park improvements, and other Capital Projects as assigned.
- Prepare Requests for Proposals for outside consulting services for specialized work including design, right-of-way engineering/acquisition, surveying, construction management, and other services that may be required on the Capital Projects.
- Review consultant proposals to determine the most qualified consultants.
- Manage outside consultant contracts including reviewing scopes of work, fees, submittals, answering questions, attending Project Development Team meetings, and invoices as necessary.
- Prepare state and federal compliance paperwork including Requests for Authorization, Progress Invoices, Award Packages, Final Reports of Expenditure, and other documents as necessary.
- Write Staff Reports for City Council consideration as necessary. This may include awarding contracts, change orders, and other funding approvals as necessary.
- Coordinate and maintain open communication with impacted utilities.
- Schedule and attend project-specific community outreach meetings as necessary.
- Monitor and report on project status, budget vs. actual expenditures, and contract time vs. actual time.
- Maintain project status reports and continually update Clients.

- Assist with bidding procedures, prepare bid summary comparisons and a table format, and make recommendations for City Council consideration to award Public Works Contracts for construction.
- Participate in the development, management, and implementation of the City's Capital Improvement Program; assist the City Engineer and Senior Engineer with budget preparation for the City's Capital Improvement Program and the annual budget.
- Perform technical review and checks public improvement plans and specifications in proposed construction projects.
- Review and comment on project-specific Environmental Reports for project impacts and appropriate mitigation measures.
- Review and comment on project-specific Engineering Reports including Geotechnical, Hydraulic, Traffic, etc.
- Maintain open communication via email and telephone with NAI Staff, Clients, and other Agencies or Consultants as necessary.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

- **KNOWLEDGE AND APPLICATION OF:**
 - Principles and practices of engineering and administration as applied to the design and construction of public works facilities.
 - Methods, materials, and techniques employed in design and engineering, and public works construction.
 - Principles, practices, and methods of public administration, budgeting, and contract management.
 - Applicable codes, regulations, and standards relating to public works and engineering. Standards and guidelines for use of Federal and State funds for public works, engineering, and capital improvement projects.
 - Current literature, information sources, and research techniques in the fields of public construction, public works, infrastructure, and funding opportunities, including grants
 - Proficient in MS Office
 - Competent in AutoCAD a bonus
 - **EDUCATION & WORK EXPERIENCE:** Qualified candidates will have a Bachelor's degree in a Public Works related field from an accredited college or university. Registration as a Professional Civil Engineer in the State of California is a bonus. Minimum six years of progressively responsible experience performing public works or civil engineering work with a civil engineering firm or municipal public works department.
 - **LANGUAGE SKILLS:** Ability to read and interpret documents such as scientific reports, engineering drawings, operation and maintenance instructions, and user manuals.
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Ability to write clear and concise sections of technical report specifications and other correspondence. Ability to speak effectively with co-workers and clients.

- **REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **ADA AND OTHER REQUIREMENTS:** Positions in this class typically require: standing, walking, use of hands, climbing stairs, talking, hearing, seeing, and repetitive motions. Some assignments may require occasional pushing, pulling, lifting, Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SALARY AND BENEFITS:

- Salary Range: \$85,000 - \$105,000 per year. Salary commensurate with experience.
- NAI Consulting provides its employees with outstanding benefits including a cafeteria-style medical/dental benefit, paid holidays, a Safe Harbor 401k Plan, and profit sharing.

NAI is an Equal Opportunity Employer (EOE).

The Employment Application is available under **Careers** at naiconsulting.com.

To apply, please send the completed Employment Application and your resume to:

Diana Smith
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Cathedral City, CA 92234
Email: Dsmith@naiconsulting.com
Phone: (760) 323-5344 Ext. 107