



POSITION VACANCY NOTICE

CITY OF KETCHIKAN

May 15, 2019

TITLE: PROJECT MANAGER			
DEPARTMENT:	Public Works	DIVISION:	Engineering
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE /STEP:	761 / A-K DOQ	DUTIES:	See attached job description
MONTHLY SALARY:	\$5,242.82- \$6,084.48 DOQ	UNION STATUS:	No
SPECIAL REQUIREMENTS: A Bachelor's degree from an accredited college or university with major course work in civil engineering, construction management, public administration, or related field; five years of project management experience or residential and commercial building inspection, preferably in a public agency.			

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED	
WHERE:	Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
WHO:	Ketchikan Daily News; Job Service
OTHER:	City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT: THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT www.ktn-ak.us/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

PROJECT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, plans, coordinates, administers, and manages multiple projects as assigned, including but not limited to Capital Improvement Projects (CIP); leads and oversees assigned projects; provides information and assistance to the Public Works Director; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding assigned projects.

The City of Ketchikan owns and operates many public buildings. The Project Manager is responsible for providing project management duties related to capital improvement projects within public buildings. The Project Manager must perform these duties in a manner that reflects favorably on the City and the Department, and maintains a level of professional expertise that promotes efficient use of the resources available to the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop scopes of work for projects as well as coordinate and monitor project development teams, project schedules, and budgets.
2. Serve as liaison between City personnel, contractors, consultants and the public for assigned projects.
3. Prepare and oversee project budgets and purchase orders; investigate project bids and requests for proposals; make recommendations to the Public Works Director and City Council.
4. Ensure that project plans and specifications are reviewed and approved for construction.
5. Monitor project progress, attend project meetings, and prepare and submit weekly status reports to the Public Works Director.
6. Oversee project construction, ensure that projects are constructed in accordance with the project's approved plans and specifications, and close out project documentation and archives appropriate records.
7. Prepare, negotiate, and maintain control of all potential project construction change orders, track all project costs, and review and approve progress payments.
8. Develop and update project schedule and/or review and maintain control over project schedules.
9. Perform a broad range of complex tasks and work cooperatively with others.
10. Compose and prepare reports, correspondence, resolutions, agreements, and ordinances for the Public Works Director, City Manager, and City Council.
11. Interface with other City departments, outside agencies, and consulting firms as necessary to complete assignments.
12. Responds to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding engineering and development projects.
13. May supervise or coordinate other staff in the performance of various tasks.
14. Manage multiple projects simultaneously.
15. Identify required capital improvement projects for City of Ketchikan buildings.
16. Participate in the estimating of capital improvement projects and the preparation of the Public Works budget.

17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of project management and administration.
Methods, materials, and techniques used in the design and construction of projects.
Principles, practices and techniques of budget, cost accounting, and scheduling.
Modern and complex principles and practices of engineering.
Methods and techniques of contract negotiations and administration.
Principles and practices of project budget preparation and control.
Methods and techniques of conducting site and field investigation.
Recent developments, current literature, and sources of information related to innovations and trends in civil engineering design and development.
Principles and practices of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
Occupational health and safety standards.
Pertinent federal, state, and local codes, laws, and regulations.
Commercial and residential building codes.

Ability to:

Manage multiple projects and priorities.
Perform professional level duties involved in the design, development, and construction management of a variety of construction/capital improvement projects.
Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
Prepare and implement project budgets.
Prepare clear and concise administrative and technical reports.
Develop, plan, and implement short and long-range goals.
Analyze complex problems, interpret project needs, and develop creative solutions.
Review and track complex progress payment applications in a timely manner.
Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
Interpret, explain and enforce Department policies and procedures.
Respond to questions and inquiries from a variety of sources regarding projects.
Coordinate activities with internal and external agencies.
Work independently in the absence of supervision.
Understand and carry out oral and written directions.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Make public presentations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering, construction management, public administration, or related field.

Experience:

Five years of project management experience or residential and commercial building inspection, preferably in a public agency.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting with some travel to conduct site investigations; occasional exposure to outside weather conditions; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, borough and other city agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-61
Union: No
Job Code: 1510-188.01
FLSA: Exempt
Date Approved: January 2019

Human Resources Manager Approval

City Manager Approval