

City & Borough of Wrangell

Position Description

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| Position: Senior Project Manager | Position Number: |
| Department/Site: Capital Facilities | FLSA: Exempt |
| Evaluated by: Capital Facilities Director | Salary Grade: 28 |

Summary

The Senior Project Manager is responsible for day-to-day project management of capital projects, either personally or through the management of contracted work, and is expected to exercise independent judgment, initiative, and professional skills and knowledge in the management of capital projects, building codes, and work with other Borough departments, assisting in special projects. Works independently or cooperatively with others under the daily direction and supervision of the Capital Facilities Director.

Distinguishing Career Features

The Senior Project Manager position coordinates the scope, needs, and requirements for departmental projects with customers who may include citizens, outside agencies, other Borough departments, and other stakeholders. The incumbent will ensure that projects are completed to the highest degree of quality with the available resources. May be required to work extended hours, as determined by management or projects needs.

Essential Duties and Responsibilities

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Assists in the development of Capital Improvement Program (CIP) and Major Maintenance (MM) capital projects; develops and evaluates CIP/MM scope of work; assures that the development plans meet Borough, State and Federal compliance standards.
- Evaluate CIP capital project requirements, Federal and State mandates, and resource availability; develop resource plans to meet design standards, project schedules, and construction codes.
- Consult with design professionals, attorneys, builders, land owners and other Borough departments and outside agencies to ensure thorough project scope; analyze and recommend alternatives; analyze and review construction project plans for acceptability to achieve compliance.
- Oversee contracted services work performed on capital projects or special projects to assure compliance with contract specifications; perform field inspections of various projects and document progress to project schedule; assure project activities are in compliance with project specifications and Borough policies.
- Gather and analyze field data; develop and/or review cost estimates.
- Assist design professional, contractors, and Borough asset managers regarding CIP capital project and solicitation scope, develop solicitations, contracts, and supporting documentation for review and approval.
- Develop technical reports, drawings, and calculations as required; assemble data and generate status reports; assist with development of project budgets.
- Communicate project goals and objectives and assure effective communications of project status.

- Review contracts and proposals for accuracy, completeness, and compliance with project design and local policies and practice.
- Monitor CIP/MM capital projects, plans, budgets; reviews special and recurring reports, budgets, payments, changes and contracts.
- Work with the Capital Facilities Director to pursue and manage grants for assigned projects.
- Develop contracts and proposals and ensures accuracy, completeness, and compliance with project design with Federal, State and Local policies and practices; prioritize projects to optimize funds spent on facilities and infrastructure.
- Maintains and updates as-built records of all Borough facilities.
- Performs Building Official duties as outlined in the Wrangell Municipal Code and other local, state and federal building and environmental codes, including plan review, issuing building permits and inspections.
- Perform other related duties as assigned.

Qualifications

Knowledge

- Borough organization and department operations, policies, and procedures.
- Borough, State and Federal statutes, rules, codes, and regulations relating to construction and maintenance.
- Engineering design principles and practices and proper methods and techniques of infrastructure construction projects.
- Proper methods, materials, and standards for construction of various public works including building systems, streets, storm drain, water and sewer lines, curb, gutter and sidewalk, and similar public improvements.
- Principles of public sector budgets, accounting, and contract management.
- Capital improvement project management and public works construction concepts and methods.
- Public works contract administration procedures, including the process of contract preparation, contractor selection, administration of contract change orders, disputes, claims, equal opportunity and closing of contracts.
- Effective report writing requirements and techniques.
- Principles and practices of effective supervision.
- Accepted construction safety standards and regulations.
- Personal computers, work processing, spreadsheets, project management software applications.

Abilities & Skills

- Interpreting, understanding, and applying Federal and State rules and regulations, and Borough policies and procedures.
- Estimating capital project costs.
- Prioritizing multiple tasks, projects, and demands.
- Responding to inquiries from management, citizens, and regulatory agencies.
- Read, interpret, and apply terms and requirements of pertinent specifications, laws, rules, and regulations.
- Read, evaluate, and interpret complex construction drawings and technical reports.
- Establish and maintain effective working relations with other Borough employees, citizens, contractors, architects, engineers, and representatives from other local, state, and Federal agencies.

- Communicating professionally in a clear and concise manner, both orally and in writing, and effectively with customers, contractors, design professionals, outside agencies, and other employees of the organization.
- Coordinate, prioritize, and integrate multiple projects in a cohesive and effective manner.
- Ability to perform record keeping functions.
- Developing and evaluating proposals for professional services and competitive bidding cost estimates.
- Managing capital infrastructure projects and supervise field inspections.
- Adapt to situations that are frequently not anticipated or planned for.
- Work independently with minimal direct supervision.

Physical Abilities

- Requires sufficient ambulatory ability to inspect premises, including the ability to bend, stoop, crawl, climb, and walk in confined areas.
- Sufficient visual acuity to read detailed drawings, recognizing words and numbers and to drive and read and write.
- Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

- Any combination of education, experience, and training that provides the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:
- Six (6) years' experience in construction project management or construction engineering; OR a Bachelor's Degree in a relevant field plus two (2) years' experience in construction project management or construction engineering; OR an equivalent combination of education and experience.
- Demonstrated experience in a supervisory role.
- Possession of the equivalent of a bachelor's degree from an accredited college or university with course work in construction management, engineering, or other field of study applicable to the responsibilities and requirements of this job/class is desirable.

Licenses and Certificates

- Requires a valid Alaska Driver's License or the ability to obtain one.

Working Conditions

- Work is performed in an office environment and at construction sites, including both indoor and outdoor sites. May be exposed to slippery surfaces, heavy equipment and machinery and inclement weather when conducting review of construction or project sites.
- Will frequently work near moving machinery and mechanical parts.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, hazardous and obnoxious working conditions, extreme heat, and risk of electrical shock.
- The noise level in the work environment is usually moderated.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.