

UTILITY PROJECT MANAGER

DEFINITION

Under general direction, is responsible for overall management, coordination and administration of municipal utility projects and related services, activities and functions, including utility and capital improvements projects; performs other related work as required.

EXAMPLES OF DUTIES

1. Plans, organizes, manages, directs, and participates in the work of municipal utility and capital improvement projects, including the development, procurement, successful implementation, and quality control of each project from inception to completion.
2. Prepares long-range plans in coordination with other City departments, divisions, and other public agencies; develops policies and procedures for establishing costs, schedule controls and coordinating activities.
3. Prepares requests for proposals and related documents, negotiates and implements contracts with project participants and service providers; supervises and coordinates the work of consultants and contractors; resolves conflicts in a timely manner satisfying project needs, the designer's concepts, and in keeping with budgetary constraints and established schedules.
4. Coordinates activities with other City departments and utility agencies; provides information and assistance regarding rules, policies, and procedures
5. Ensures compliance with federal, state and local laws, regulations and codes.
6. Prepares, reviews and presents various reports, resolutions and studies, including Public Utilities Board and City Council staff reports and project status reports.
7. Provides, and may coordinate staff, and technical assistance to the Public Utilities Board and City Council and to various boards, commissions or committees. Prepares and reviews notices, agendas, minutes, and other materials.
8. Conducts a variety of special studies, and prepares and presents various analyses, statistical compilations and reports.
9. Serves as liaison to various agencies, community or professional groups, property owners and residents; develops and conducts public participation processes.
10. Prepares and administers project budgets; prepares cost forecasts, variances and critical paths including project closeout procedures.
11. Develops and maintains master project schedules, and identifies and resolves potential conflicts.
12. Administers various utility services, programs, and activities as assigned.
13. Develops goals, objectives, procedures and standards; determines priorities, staff assignments and work methods; confers with and advises staff on administrative policies, procedures and technical problems.
14. Participates in departmental budget preparation and administration.
15. May supervise, train and evaluate assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration, planning, engineering, architecture, construction management or a related field.

Experience: Two years of responsible professional project management experience including oversight of concurrent projects with supervisory responsibility.

Knowledge

Knowledge of public administration and municipal utility project management principles and practices; design and construction principles, methods, materials and equipment of electric transmission and distribution systems; planning and building procedures including plan and specification review and construction and inspection procedures; project budget preparation and administration; contract negotiation and implementation; applicable laws and regulations; technical, legal and financial problems commonly involved in the conduct of municipal utility projects and programs. Knowledge of facility planning, architecture design, engineering and construction is required to administer utility and capital improvement projects.

Ability

Ability to effectively manage, coordinate and administer assigned utility project management projects and related activities, functions and services; manage multiple projects simultaneously; plan, coordinate and direct assigned staff, activities, projects and programs; demonstrate effective leadership and gain consensus and support; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; interpret and apply relevant federal, state and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare concise and comprehensive studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with business partners, City officials, business and community groups, employees, other departments, divisions and agencies, and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Additional relevant licensing or certification may be required based upon project needs or requirements.