

CITY OF IRWINDALE

PROJECT MANAGER – CONSTRUCTION COMPLIANCE

*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 direction, performs a variety of project management duties related to the Construction Compliance Division including inspecting construction activities for public works projects as well as assisting in overseeing the construction of Capital Improvement Projects and Housing Development Projects; provides analytical and staff assistance to the Construction Compliance Manager; responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding projects; and performs other related duties as assigned.

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. Performs a variety of project management duties related to the Construction Compliance Division including inspecting construction activities for public works projects as well as assisting in overseeing the construction of Capital Improvement Projects and Housing Development Projects.
2. Coordinates and inspects the construction, repair, and/or alteration work on assigned public works projects for compliance with city standards and other agencies regulations including Capital Improvement Projects, Housing Development Projects, underground utility construction, and street surface improvements; inspects materials, methods, and procedures for conformance with plans and specifications; enforces and observes testing of materials; prepares a variety of reports, reviews progress payments, and coordinates construction schedules.
3. Inspects daily activities of mining sites for compliance with approved traffic control; ensures dust and mud track out mitigation measures.
4. Provides assistance to developers, contractors, engineering professionals, the general public, and City staff regarding assigned projects.
5. Investigates complaints related to damages to City's infrastructure within public right-of-way including sidewalks, access ramps, and street lights.
6. Coordinates inspections with consultants providing services to the City.
7. Reviews plans and encroachment permit applications to ensure proper information and required documentation are included in the packages.
8. Assists the Construction Compliance Manager in the preparation of bid packages for maintenance related improvement projects including advertising notice to bids, the bidding process, and bid result reports.

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9. Assists the Construction Compliance Manager in the preparation of requests for proposals for construction support services of capital improvement projects; evaluates bids/proposals and recommends award of contract for public works projects.
10. Monitors complaints pertaining to animal control issues; coordinates with Los Angeles County and private contractor providing management control devices.
11. Serves as back-up staff to process and issue of oversized transportation permits; verifies proper required documents are provided by applicants.
12. 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:

Operations, services, and activities of a construction compliance program.
Principles, practices, and techniques of project management and administration.
Methods and techniques used in the inspection of public works construction projects.
Methods and techniques of engineering principles, construction plans, and specification review for compliance with established construction standards.
Basic principles and practices of civil engineering as applied to the planning, design, construction, and maintenance of public works and building projects.
Materials and equipment used in maintenance and construction activities.
Principles and practices of record keeping.
Basic methods and techniques of engineering plan review and analysis.
Mathematics principles and practices.
Principles of business letter writing and basic report preparation.
Occupational hazards and standard safety precautions.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a variety of project management duties.
Perform inspections on a variety of public works projects.
Understand and interpret maps, engineering plans and specifications.
Interpret and apply federal, state, and local policies, laws, and regulations.
Interpret and apply laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
Perform various mathematical calculations.
Prepare and maintain records, drawings, and reports related to construction activities.
Make complete and accurate field notes and prepare clear and concise reports.
Safely operate a variety of tools, equipment, and assigned vehicle.
Understand engineering principles and apply to construction projects.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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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, business administration, or a related field.

Experience:

Three years of increasingly responsible construction, inspection, or project management experience.

License or Certificate:

Possession of 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, field, and construction site setting; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment; work or inspect in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, climb ladders and walk on uneven terrain, loose soil and sloped surfaces; reach and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

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

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Ralph Andersen & Associates