

City of Somerville, Massachusetts
Job Description

Position Title:	Project Manager (Large Infrastructure Improvement Projects)	Grade Level:	NU07
Department:	Capital Projects – Engineering	Date:	1/18/18
Reports to:	Director of Engineering	FLSA Status:	Exempt

Statement of Duties

The Engineering Project Manager is responsible for managing and coordinating large infrastructure improvement projects, such as major sewer separation, streetscape, utility relocation, pipeline rehabilitation and stormwater management projects. This position coordinates and directs all activities involved in the implementation and completion of planning, design and construction projects including but not limited to: defining and controlling scope, schedule, budget, design review, and construction compliance.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversee the planning, design and construction of municipal utility improvement projects including roadway, sidewalk, water, wastewater, and stormwater infrastructure.
- Manage, organize, coordinate and monitor activities of consultants, design professionals, contractors, City staff, outside agencies and other project professionals to insure that construction projects are designed, conducted and completed in accordance with goals established by the Engineering Department with respect to quality of work, schedule and budget.
- Coordinate with the Engineering Department, the Office of Strategic Planning and Community Development, the Office of Sustainability and Environment, and other City departments to implement project design standards and recommend critical design elements in the planning of the City’s transportation and utility system infrastructure.
- Work cooperatively with other City employees and private organizations to facilitate project implementation and completion.
- Interact with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
- Meet and work with elected officials, community representatives, business owners, residents and other stakeholders to review proposed projects and activities, address questions and comments and educate community on the value and need for proposed projects.
- Attend and manage public meetings outside of regular work hours.
- Solve problems and work through unusual situations using professional judgement and by adapting methods or interpreting instructions to resolve a particular problem.
- Exhibit judgment and ingenuity to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

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- Develop program and project budgets, schedules, work plans, and cost estimates and projections.
- Manage projects through the public procurement process including bidding and construction.
- Review and approve Amendments and Change Orders on design and/or construction projects.
- Review and approve Contractors' Certificates for Payment and/or consultant invoices.
- Analyze and prepare written reports on program and project performance using quantitative and qualitative analyses and other project management techniques.
- Demonstrate continuous effort to improve operations, decrease turnaround times, and streamline work processes.
- Plan and execute the design and construction of municipal utilities in conformance with Federal, State and local regulations and design standards ensuring that the work meets or exceeds expectations.

Supervision Required

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility

Employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor.

Accountability

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor Judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality and/or loss of life to the public or employee.

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Judgment

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Complexity

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Nature and Purpose of Personal Contacts

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Confidentiality

Employee has access to confidential information obtained during the performance of the regular duties of the position.

Recommended Minimum Qualifications

Education and Experience: Bachelor's degree in Civil/Environmental Engineering or Management with seven to ten (7-10) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements

Professional Engineer's License in Commonwealth of Massachusetts.
Valid Class D driver's license

Knowledge, Abilities and Skill

Knowledge: Knowledge of the principles and practices of engineering, research methods and report presentation; knowledge of the principles and practices of project management, work breakdown structures, communications planning, team management, scheduling, budgeting, accounting and finance methods; knowledge of environmental laws and regulations as they pertain to municipal water and sewer system design, construction and operation; knowledge of

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applicable local, state and federal laws and regulations related to engineering, environment, ADA compliance, infrastructure and procurement; knowledge and expertise with various local, state and federal funding mechanisms for infrastructure.

Abilities: Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; use and interpret graphical information such as construction plans, schematic drawings, flow charts, layouts and other visual aids, and electronic project management applications; interpret information accurately and make decisions according to existing laws, regulations and policies; ability to manage multiple projects of various complexities with competing interest and multiple funding sources

Skill: Proficient communication skills, both verbal and written as well as the ability to deal with the public in tense situations; proficiency with computers in all office software along with various engineering software applications like GIS or Arc View.

Work Environment

The work environment involves everyday discomforts typical of offices; field work will require exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Work may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

Physical and Mental Requirements

The physical demands described here 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 position's essential functions.

Physical Skills

Employee will spend time in the office and in the field during construction projects. Work effort involves an equal mix of sitting, standing and walking to perform work tasks. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as books, office equipment, and computer paper (up to 30 lbs). During construction season, employee may be standing for periods longer than two to three (2-3) hours at a time and may encounter inclement weather.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Skills

Visual demands include constantly reading documents for general understanding and for analytical purposes, making detailed visual observations, and routinely reviewing non-written materials such as maps and blueprints for analytical purposes; the employee is required to determine color differences.