

PROJECT SUPERVISOR

DEFINITION

To plan, organize, direct and supervise staff involved in the coordination and implementation of City facilities related projects of various complexity and scope including the conduct of needs assessments, cost analyses and review of construction documents; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Facilities Manager.

Exercises direct supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for activities related to the planning and implementation of facilities projects; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in a variety of duties related to the assessment, planning and implementation of facilities projects including new construction and modification.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for services, equipment, and supplies; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare and/or complete review of plans and specifications for City facility projects.

Interpret and explain project plans, specifications, codes and regulations to other City departments.

Prepare and review project estimates and timelines, ensuring projects meet the needs of the City.

Confer with department managers regarding budget requests related for assigned projects; assess and

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evaluate project requirements and establish short and long-term goals; recommend improvements and modifications; prepare various reports on operations and activities.

Ensure bid process, including pre-bid conferences and walk-throughs adhere to City policies and procedures; respond to the more complex and difficult bidder inquiries/protests; and ensure contracts are properly administered.

Oversee the planning, monitoring and determination of the acquisition, development and market potential of real property; oversee the disposal of real property; ensure property management related issues are effectively resolved; and participate in the more complex and/or sensitive negotiations of property leases and consultant agreements.

Manage and coordinate the more complex projects from inception to completion including project feasibility and design, selection and oversight of contractors/consultants, and development and implementation of project schedule and budget.

Consult with architects, engineers, building designers, and contractors on code and design issues.

Establish design standards and assure proper structural architectural practices.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of architectural planning, detailing and design practices and standards.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles, practices, theories and techniques of construction management including management of all phases of project delivery from project planning to post-construction.

Structural, mechanical and electrical engineering principles as related to capital projects.

Contract negotiation and management practices.

Codes, ordinances, laws and environmental standards and requirements, including LEED.

Construction administration practices including the roles and responsibilities of the various architectural/engineering disciplines, construction managers, contractors and other professionals

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in the design/construction process.

Principles of contract negotiation, building cost estimates and budget preparation and control.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

### Ability to:

Organize, implement and direct facility project management operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently, walk, stand, kneel, climb, and bend in the field; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent codes, regulations and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Analyze department and City needs for new or remodeled facilities and make recommendations, prepare project scopes, budgets and schedules to meet those needs.

Adhere to and manage project deadlines and time constraints, both practical and contractual.

Negotiate and prepare contract agreements for construction and remodeling projects.

Manage large and complex construction projects simultaneously from inception to completion.

Apply architectural and/or engineering techniques and methods.

Review and approve designs and contract documents for program compliance.

Prepare and present a variety of reports and correspondence.

Analyze, interpret and explain pertinent laws, codes, and regulations.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

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Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

#### Experience:

Three years of increasingly responsible experience in the management of facility related projects and the construction of new buildings, including one year of lead responsibility.

AND

#### Training:

A Bachelor's degree from an accredited college or university, preferably in Architecture or qualifying experience for acceptance by the California Architects Board to take the state Architectural Registration Examination (A.R.E.).

### License and Certificate

Possession of a valid California driver's license.

Possession of a valid Architect License issued by the California Architects Board OR possession of a current certificate of registration as a Professional Civil Engineer in California by date of application.

09-24-21

08-13-21

07-30-21      Project Supervisor