



## CLASS SPECIFICATION

Class Code: 60016700  
Date Established: 07/2009  
Last Reviewed: 01/2026  
Last Revised: 01/2026  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

### SENIOR PROJECT MANAGER

#### **DEFINITION**

Under general direction, supervises the function, activities, and staff of the capital projects section; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Six years of full-time experience performing project management in a public works, engineering, or construction field AND a bachelor's degree from an accredited college or university in architecture, architectural engineering, construction management, engineering, or a closely related field; OR eight years of full-time experience performing project management in a public works, engineering or construction field AND a project management certification, such as, Certified Construction Manager (CCM), Project Management Professional (PMP), or equivalent; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

Registration as a Professional Engineer or Architect within the State of Nevada or a jurisdiction recognized for purposes of reciprocity by the Nevada State Board of Registered Professional Engineers and Land Surveyors, or the Nevada State Board of Architecture Interior Design and Residential Design; OR a professional project management certification such as Certified Construction Manager (CCM), Project Management Professional (PMP) or equivalent is required at the time of application and must be maintained for continued employment in this classification.

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Direct, oversee, and perform construction project management for major construction projects.

Manage and prepare capital improvement project requests for budget submittals.

Manage and prepare County standards for public works design and construction for use by design consultants and contractors.

Develop and implement goals and objectives and establish policies and procedures for construction, operation, and maintenance of systems and projects.

Meet with architects, engineers, and contractors concerning technical interpretations and applications of ordinances, laws, and engineering codes regarding capital projects; answer public inquiries from developers, contractors, engineers, various agencies, and the general public on a variety of topics.

Assist with preparing capital project management plans for future use in planning and constructing infrastructure.

Maintain compliance with all applicable Nevada Revised Statute (NRS) laws applicable to public works projects, federal, state and local laws, ordinances, and codes as they pertain to assigned construction projects.

Follow-up with contractors and design professionals to secure compliance with approved plans and specifications, including monitoring of actual worksites, reviewing construction bonds to ensure adequate funding, and inspections of final projects to ensure that codes and regulations have been followed.

Analyze proposed public works construction projects and direct the preparation and/or prepare technical and general reports, performance information, calculate time, material and cost estimates and technical information; develop bid packages and specifications.

Provide technical consultation and engineering support for engineers, inspectors, investigators, developers, other governmental agencies, and other design and construction professionals.

Coordinate and assist with the development, implementation, and evaluation of quality standards and production methods, which promote efficient and cost-effective services.

Evaluate operational performance by reviewing work methods and procedures and develop changes in work processes, workflow, and equipment used to promote more efficient operations.

Prepare agenda items for County Commissions or meetings of other public agencies or entities; may appear before the Boards to make presentations and answer questions.

Participate in capital improvement planning and evaluation.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Manage the approved capital projects within the approved budgets; review and monitor project expenditures and the status of designated funding during the fiscal year.

May represent the County at mediation, settlement, and arbitration proceedings, which includes researching pertinent data, preparing the position of the County, and presenting the County's position.

Consult with management to determine impact of proposals or contracts on County operations and develop alternative solutions, compatible with operational needs and present narrative and statistical reports, including recommendations and alternatives, to the Board of County Commissioners, the County Manager, and the Assistant County Manager if requested.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Department/division policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Washoe County policies and procedures pertaining to the design, construction, remodeling, and repair of County structures and facilities, including preliminary planning and design.

Washoe County, City of Reno, City of Sparks, and State of Nevada codes and regulations pertaining to construction and construction materials.

Washoe County construction project development, administration, and management procedures including bid openings and awards, pre-construction conferences, payment for completed work, and issuing stop work orders for substandard work or materials

Department specific computer software and hardware.

Washoe County budget process and pertinent policies and procedures of other County departments (e.g. Purchasing, Finance, Risk Management).

**Ability to:**

Select, supervise, and evaluate the performance of assigned staff.

Plan, coordinate, and direct the operation of a variety of architectural/engineering functions, projects, and services to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Use project management software such as Microsoft Project, eBuilder, BaseCamp, and/or equivalent applications proficiently.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**

Principles and practices of civil engineering and architecture.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Principles of budget preparation and fiscal accounting.

Modern methods and techniques (including computer literacy) as applied to design, construction, and maintenance of public works, commercial, industrial, and residential construction projects.

Engineering economics and cost estimating techniques.

Project management and contract administration procedures.

Dispute resolution and facilitation principles.

**Ability to:**

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Calculate time, material, cost estimates, and economic evaluations of engineering projects.

Adapt approved engineering methods and standards to the design and construction of a variety of public works projects.

Evaluate operational, engineering, and construction problems and situations, develop sound conclusions, and make effective decisions and/or recommendations.

Analyze data, prepare bid specifications, and track expenditures.

Interpret, draft, and apply legal documents, complex laws or codes, regulations, policies, and procedures.

Effectively operate a computer and use a variety of software.

Communicate effectively, both orally and in writing,

Develop and deliver effective presentations to staff, the public, other professionals, and representatives of government agencies and represent the Washoe County Community Services Department in a variety of public forums including County Commission meetings.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to walk on uneven or slippery surfaces. Ability to bend, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*