



## CLASS SPECIFICATION

Class Code: 60016700  
Date Established: 07/2009  
Last Reviewed: 09/2021  
Last Revised: 09/2021  
Last Title Change:  
FLSA: Exempt  
Probation: 12 months

### SENIOR PROJECT MANAGER

#### **DEFINITION**

Under general direction of the Community Services Department Engineering and Capital Projects Division Director, supervises the function, activities, and staff of the capital projects section; and performs related work as required.

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

A degree in Architecture, Architectural Engineering, Construction Management, Engineering or a closely related field and six years of full-time experience performing project management in public works, engineering and construction work; OR, a project management certification, such as, Certified Construction Manager (CCM) or Project Management Professional (PMP), or equivalent, and eight years of full-time experience performing project management in public works, engineering and construction work, 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 appointment.

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional and technical support staff.

**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.

Maintains 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 training, work assignment and review, employee discipline, and performance evaluation for direct reporting staff.

Manages the approved capital projects within the approved budgets; reviews and monitors project expenditures and the status of designated funding during the fiscal year.

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.

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.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

### **Knowledge of:**

Departmental/division policies and procedures.

Countywide personnel policies.

Regulations, statutes, policies, codes, and standards as applicable.

Computer software specific to the department/division.

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

**Ability to:**

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct the operation of a variety of architectural/engineering functions, projects, and services, as well as monitor and coordinate engineering projects, 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.

**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 of management and supervision.

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.

Communicate effectively, both orally and in writing, and make effective presentations to staff, the public, other professionals, and representatives of government agencies.

Make presentations and represent the Washoe County Community Services Department in a variety of public forums including County Commission meetings.

Maintain effective working relationships with staff, design professionals, contractors, government staff, elected officials, and the general public.

**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. Ability to use project management software such as Microsoft Project, ProjectMates, BaseCamp, and/or equivalent.

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