



Exhibit B

CITY OF PETALUMA CLASS SPECIFICATION

Date: 4/7/2025
Job Class: 09PMSR

Senior Project Manager

Summary

Administer, manage, and coordinate large and complex public works architectural, engineering, and capital improvement projects; develop, plan, organize, and execute project activities, including the preparation of project plans, specifications, estimates, and schedules; collaborate with design teams to support environmental sustainability goals; identify, prepare, and administer grants for related projects; and provide administrative and technical support to the assigned division.

Class Characteristics

General direction is provided by a higher-level manager; responsibilities include direct or indirect supervision of subordinate professional, technical, and/or support services positions.

This is the advanced journey-level class of the Project Manager series. This class is distinguished from Project Manager I/II by the level of responsibility assumed, complexity of projects managed, duties assigned, and independence of action taken. Incumbents exercise substantial initiative, independent judgement, and expertise in overseeing the design and construction of large and/or complex City projects. This class can be distinguished from the Engineering Manager by the latter's responsibility for the overall management of the division and licensing requirements.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Administer, manage, and coordinate large and complex public works architectural, engineering, and capital improvement projects, including those designed to achieve environmental sustainability and energy efficiency.

Develop, plan, organize, and execute project activities, including the preparation of project plans, specifications, estimates, schedules, and perform project constructability reviews.

Work with project architects, engineers and other staff to identify "green building" options; research green building alternatives and perform cost/benefit analyses; investigate and analyze the full scope of short- and long-term advantages to green building opportunities.

Oversee analysis and provide recommendations for project sustainability and energy efficiency; facilitate and oversee sustainable/Green Building certification and education.

Prepare, track, monitor, and administer project budgets and grant funding allocations; estimate project costs; implement cost controls; maintain budget balances; record change orders and project overruns; maintain and prepare records of expenditures.

Participate in departmental short- and long-range planning activities as assigned.

Serve as project lead; plan, prioritize, and review the work of professional, technical, and support services positions.

Supervise, mentor, develop, and coach staff as assigned.

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Participate in the appointment of personnel; provide and coordinate staff training; conduct performance evaluations; implement discipline procedures as required.

Arrange, coordinate, and participate in meetings between project participants, principals, and other parties; develop, manage, and maintain critical path/Gantt Chart schedules; serve on committees, task forces and work teams; provide staff support; research and report on issues.

Establish, coordinate, and maintain project schedules; identify critical tasks and lead times; distribute updates and related documents; monitor project status, working with contractors and other participants to keep project on schedule.

Compile and edit project specifications in preparation for bid development; prepare public documents; lead pre-bid meetings; evaluate responsible and responsive proposals and participate in the contractor selection process.

Review, negotiate, prepare, and administer contracts and agreements related to assigned projects.

Coordinate with other department staff to initiate and submit grant applications for new capital projects.

Prepare, review, and/or present a variety of internal and external reports, correspondence, recommendations, contracts, agenda packets, memoranda, and other documents pertaining to assigned functions; make presentations to City officials, management, employees, contractors, other public agencies, advisory bodies, and the community.

Respond to inquiries and provide information regarding assigned project activities and related department matters.

Monitor and evaluate the City's compliance with various ordinances, codes, and applicable laws; report issues of non-compliance; review operational conditions in the field as necessary.

Review environmental impact and other reports for compliance with City policies, rules, and regulations; conduct special studies on a wide variety of project-related issues.

Build and maintain positive working relationships with co-workers, contractors, consultants, other City employees, and the public using principles of good customer service in a manner consistent with City values.

Serve as staff liaison to committees, commissions, and boards as designated by a higher-level manager.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, manage, and coordinate major capital improvement projects in a complex environment.

Comprehend, interpret, and apply complex laws, ordinances, codes, regulations, standards and requirements pertaining to architectural and engineering plans and specifications, and construction activities at an advanced level.

Communicate technical concepts and project information clearly and accurately to a variety of audiences, including presentations to committees, commissions, boards, and community/public organizations.

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Prepare complex narrative and statistical reports and make persuasive oral presentations of ideas and recommendations.

Read and interpret financial reports.

Create project schedules and budgets using software tools.

Conduct cost/benefit analyses.

Effectively negotiate contract terms, conditions, and scope changes.

Deal constructively with conflict and develop effective solutions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with both abstract and concrete variables.

Effectively represent the department to elected officials, City executives, businesses, the public, and others.

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 the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, perform data entry using a computer or tablet; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and is expected to operate an automobile as needed for offsite work-related activities, including meetings, jobsite activities, and public workshops. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of architectural, engineering, and construction project administration including project planning, communications, budgeting, cost/benefit analysis, financial tracking, proposal development, contractor selection, and contract management.

Advanced architectural, engineering, and construction management principles and practices.

Current building and development codes.

Principles and practices of grant administration.

Principles and practices of budget development and administration.

Pertinent federal, state, and local laws rules and regulations, including, but not limited to the California Environmental Quality Act (CEQA) and California Building Code.

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Options for maximizing human and environmental health, sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality when implementing capital improvement projects.

General construction materials, methods, and equipment.

Principles and practices of technical and functional supervision.

Safety practices pertaining to the work.

Principles and practices of effective customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in engineering, architecture, environmental studies, construction management, or a related field.

Experience:

Five years of increasingly responsible experience coordinating and administering architectural, engineering, or construction capital projects. Experience with municipal or other public sector capital projects is highly desirable.

Substitution:

Additional years of relevant experience may substitute for the required education on a year for year basis.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Project Management Professional (PMP) Certification is highly desirable.

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