



Exhibit A

CITY OF PETALUMA CLASS SPECIFICATION

Date: 4/7/2025
Job Class: 04PMGR

Project Manager I/II

Summary

Administer and serve as project manager for various public works architectural, engineering, and related capital improvement projects for the City; identify, prepare, and administer grants for related projects; and provide administrative and technical support to the assigned division.

Class Characteristics

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

Project Manager I

This is the entry-level class of the Project Manager series and incumbents are expected to provide support for the least complex projects and perform a variety of activities in support of the assigned division. This class is distinguished from the Project Manager II in that the latter works independently on assignments with a greater level of difficulty and/or complexity. This class is distinguished from the Engineering Technician series in that the latter is responsible for drafting, surveying and engineering office and field work in support of engineering activities. The focus of Engineering Technician work is to gather, analyze, and monitor engineering related data whereas the focus of the Project Manager I is to support the implementation of engineering projects. Incumbents may advance to the Project Manager II position after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class.

Project Manager II

This is the journey-level class of the Project Manager series. Incumbents are expected to independently perform the full scope of duties as assigned with minimal assistance or direction.

This class is distinguished from the Senior Project Manager in that the latter is responsible for independently planning, organizing, and supervising the largest and most complex City projects.

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 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, and schedules.

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.

Provide analysis and recommendations for project sustainability and energy efficiency; facilitate and coordinate sustainable/Green Building certification and education.

Project Manager I/II

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.

Arrange, coordinate, and participate in meetings between project participants, principals, and other parties; serve on committees, task forces and work teams; provide staff support as assigned; 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 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.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, manage, and coordinate 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.

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

Interpret and apply complex state laws pertaining to energy efficiency and greenhouse gas emission reduction.

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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.

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.

Basic 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.

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.

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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:

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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.

Project Manager I

Experience:

Experience coordinating and administering architectural, engineering, or construction capital projects is desirable.

Project Manager II

Experience:

Three 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 desirable.

Established:	10/15/07
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Formerly:	Project Manager – Green Building; Project Manager
Department:	Public Works
FLSA Status:	Non-Exempt