



**POSITION DESCRIPTION:
PUBLIC WORKS PROJECT MANAGER**

POSITION PURPOSE

The Public Works Project Manager oversees technical phases of planning and designing and directing public works projects. This position is held by those who are licensed engineers with at least fifteen (15) years of practical experience in the full range of project management functions. A Senior Civil Engineer will perform in the role of a senior consultant, project manager, team leader, or department manager, managing various aspects of projects. A Public Works Project Manager will be expected to successfully execute appropriate levels of leadership, project management and technical roles.

This position requires extensive experience in public works projects, which may include experience in public works departments for municipalities, or irrigation districts or storm drain districts.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- Oversee all aspects of project management with an emphasis on leadership skills and technical abilities
- Lead and mentor team of junior engineers and technicians: guide and instruct team on technical and financial aspects of the project. Assist the team in developing and building client relationships
- Has overall responsibility for the profitability of his/her projects. Also responsible for project schedules and timely completion of projects
- Serve as primary client contact, and coordinate and manage client relationship strategies
- Formulate fee estimates, cost estimating, scoping, and marketing strategies for proposed projects
- Develop engineering agreements for projects within the departments
- Oversee contract administration. Works with client, agencies, and QK senior management to assure that tasks are appropriate, and deliveries can be made on time and on budget
- Make presentations to local municipalities and other perspective clients in order to inform them of QK's services and how we can help them achieve their goals
- Direct and supervise other engineers' activities. Coordinate with other teams, departments, and/or offices to assure that expert staff are consulted when appropriate for a project concern/issue
- Attend client meetings and associated agency meetings (including city council, county planning and zoning, etc.)
- Responsible for control of work-in-process, reviews and approves for accuracy client billings and collection efforts on his/her projects
- Analyze reports, maps, drawings, blueprints, tests and aerial photographs to plan and design projects
- Prepare or direct preparation of reports, specifications, plans, construction schedules, and designs for project
- Visit construction site to monitor progress and other duties per the contract documents
- Serve as on-site project representative



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WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES

- Ability to perform work in the capacity of City Engineer when required
- Strong interpersonal and written and verbal communication skills
- Ability to work well with others (as a team member) and alone
- Proven ability to lead, supervise, and mentor others on a team or within a department
- Strong organizational skills and ability to manage several projects at one time
- Visual acuity and manual dexterity. Repetitive wrist and hand motions may be required
- Ability to sit or stand for long periods and walk to conduct site visits
- Ability to use keyboard and mouse for long periods on occasion
- Current driver's license and good driving record is required

PREFERRED SKILLS AND ABILITIES

- Desire to be helpful to internal and external clients
- Ability to create strong relationships in a mentoring capacity
- Proven ability to successfully work against a deadline and within constrained budgets
- Strong critical thinking skills that allow for quick problem solving and innovative solutions
- Proven ability to motivate others
- History of determining innovative solutions when problem solving
- Ability to teach junior staff both agency and company standards
- Demonstrated ability to provide constructive feedback in a positive and productive manner
- Proven ability to communicate complex technical ideas and concepts to non-technical people effectively
- Continuing knowledge of advances in the civil engineering as well as changes in geographical markets, and local laws and regulations

EDUCATION

- Bachelor's degree in engineering from an accredited four-year college or university and ten (10) to fifteen (15) years' post-graduate experience or the equivalent thereof
- California Licensed Professional Civil Engineer

EXPERIENCE

- Minimum of ten (10) years' experience as Professional Civil Engineer
- Extensive experience in managing a variety public works projects, with a record of completing them on time and on budget
- Extensive experience in developing and maintaining client relationships
- Experience in mentoring and guiding other staff, and assisting them in their own professional development



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ORGANIZATIONAL RELATIONSHIPS

The Public Works Project Manager takes a lead on projects and will have to develop relationships with staff in various disciplines in order to achieve the end goal of delivering a quality product. The Project Manager reports to an assigned Group Leader or Branch Manager. Project Managers are expected work with all engineering staff throughout the entire company and develop strong working relationships with Group and/or Technical Leaders throughout the company in order to meet our “One Company” vision. Those holding this position are also expected to provide mentorship to junior staff and insight to the Senior Management Team and Branch Managers.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: