



## City of Lake Oswego, Oregon

### Job Description

#### PROJECT DIRECTOR LAKE OSWEGO TIGARD WATER PARTNERSHIP

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 465**

**Job Code: 2061**

### Summary

The Project Director serves the City Manager and council to manage large scale capital improvement projects. Supervises and provides direction to staff regarding projects and assignments. Oversees public improvement projects related to city infrastructure and utilities, including public-private partnerships. Communicates with staff, regulatory agencies, municipalities, other jurisdictions, citizen, contractors and developers regarding project.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervise a team on a large utility related capital improvement project. This includes managing work plans, schedules, and performance goals for small teams.
2. Prepares requests for proposals for outside services; manages the consultant selection process; negotiates contracts; plans, schedules and directs the work of consultant teams in preliminary engineering, engineering design and construction services; reviews engineering reports and specifications; coordinates work with city inspectors and other contractors.
3. Serves as the City's primary interface with contractors and engineering designers. Coordinates and evaluates their work, monitors their performance and billing, and works closely with them to identify and address problems. Approves contractor payments and monitors project budgets.
4. Develops reports, memoranda, letters and other documents regarding project issues for both internal and external distribution. Works closely with communications staff to develop plans for effective outreach and information sharing with public and other stakeholders. Makes regular reports to City Manager and City Council on project status.
5. Supervises support and professional staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring, disciplinary, and termination recommendations, making pay rate change recommendations and providing training and development for staff.
6. Responds to requests for information and provides technical support and policy advice to the City Manager, City Council, Board and Commissions and other outside agencies.

7. Prepares the annual budget for the Project and assists in preparing the city budget including determining service needs, capital purchases and allocation of resources. Monitors project expenditures and evaluates program effectiveness.
8. Prepares and presents staff reports and agenda items regarding the project for the City Council and various committees and advisory boards. Attends and participates in other public meetings.
9. Prepares, negotiates, and administers contracts for and coordinates and monitors the work performed by legal, acquisition, relocation, land use, architecture, engineering and financial consultants.
10. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Engineering management, design and operational principles, practices, construction techniques, regulations and standards.
- Management theories and principles.
- Project management systems and procedures.
- Civil/Environmental engineering theories and principles especially related to water, wastewater and storm water utilities.
- Reporting responsibilities to regulatory agencies.
- Problem resolution techniques.
- Engineering economics, budget cost control and administrative practices.
- Information and project management technology applications for capital project management.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Prepare clear, concise, and comprehensive reports, correspondence and other documents appropriate for different audiences. Make effective presentations to the City Council and citizens groups.
- Work successfully with designers and contractors to hold them accountable for high quality timely work.
- Analyze and interpret technical reports and communication from designers and contractors.
- Coordinate the work of team members to maximize their effectiveness.
- Oversee staff who provide well organized budgeting and financial tracking information.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is with a Bachelor's degree in Civil or Environmental Engineering or related field and five to ten years experience managing a team and managing utility infrastructure projects for municipal agencies or special districts; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Required to be a Registered Professional Engineer in Oregon.

May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**City Manager**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*