

## **PROJECT MANAGER**

### **DEFINITION**

Under general supervision, to perform a variety of project management functions for the County's facilities and Airports including, improvement, remodeling & accessibility projects. To manage and maintain the County's accessibility program, and assist in the management of airport leases and fuel distribution systems; and to perform related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced level position which provides project management, accessibility coordination and assistance with airport operations for the Director of Facility Services / Airport Coordinator. This position is distinguished from the latter in that the Director of Facility Services/Airports Coordinator has overall responsibility for the Department.

### **REPORTS TO**

The Director of Facility Services / Airports Coordinator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May Supervise Building & Grounds Maintenance Supervisor I, II.  
Department Fiscal Officer

## **PROJECT MANAGER - 2**

### **EXAMPLES OF DUTIES**

- Assists with the development of the departmental safety program, including providing safety training for maintenance staff.
- Research and prepare documents and specifications for County improvement and accessibility projects.
- Manage and oversees various improvement projects.
- Handles all aspects of the formal and informal bidding process.
- Maintains and manages the County's accessibility program, including resolving complaints and maintaining the accessibility transition plan.
- Assists with management of the County Airports including, lease management and fuel delivery systems management, ordering and quality control of aviation fuel and managing fuel inventory.
- Researches and applies for local, state, federal and private grant funding sources.
- Assists in recommending, developing and implementing department goals, objectives and policies.
- Assists in hiring Department staff.
- Assists in supervising, evaluating and insuring proper training of Department staff in accordance with County Personnel Rules.
- Advises the Director of Facility Services/Airport Coordinator regarding all matters concerning the Department;
- May provide supervision to the Facility Services Department and Airports in the absence of the Director of Facility Services.
- Duties as assigned

### **TYPICAL PHYSICAL REQUIREMENTS**

Lift and move objects up to 25 pounds; climb ladders and stairs; sit for extended periods; frequently walk, stand, crouch, stoop, kneel or bend; normal manual dexterity and eye-hand coordination; corrected hearing to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed both in office and out door environments; some exposure to controlled and hazardous substances, pesticides, herbicides, and chemicals; some exposure to dust; some work is performed in varying temperature and humidity; continuous contact with staff and public.

## **PROJECT MANAGER - 3**

### **KNOWLEDGE OF**

- Federal and State Safety Regulations (CAL-OSHA).
- Principles of work safety and work safety laws.
- Title 24 & ADA requirements for accessible design and construction.
- ADA requirements for County program accessibility and means of accommodation.
- Methods of supervision and training.
- California Public Contract Code
- County bidding, research and information techniques.
- Principles of project planning, management, coordination and direction.
- Lease management
- Aviation refueling systems
- General aviation airports

### **ABILITY TO**

- Apply State and Federal safety regulations to staff training
- Develop and administer department safety program
- Coordinate, manage and monitor accessibility improvement projects.
- Investigate and address accessibility complaints
- Train staff members in safe work practices
- Develop plans, specifications and bid documents for improvement projects
- Read and interpret plans, specifications, blueprints and drawings
- Manage airport leases
- Order, receive and perform quality control tests for aviation fuel
- Maintain aviation fuel inventories
- Prepare estimates of materials and labor for improvement projects
- Effectively represent the Department of Facility Services and Plumas County Airports in contact with the public, contractors, other county department staff and other government agencies
- Develop and administer a grant.
- Prepare a variety of comprehensive reports.
- Effectively present ideas and recommendations orally and in writing.
- Effectively represent the programs, operations, and functions of the County with the public, community organizations, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships

## **PROJECT MANAGER - 4**

### **TRAINING AND EXPERIENCE**

Four (4) years of increasing experience in construction management, and/or experience in accessibility construction or alterations including at least two years in supervision.

College courses or certificates in building construction, accessibility compliance or project management is preferred.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at time of application and a valid California License by the time of appointment. The valid California License must be maintained throughout employment.