

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

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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.

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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

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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.