



CLASSIFICATION TITLE: Parks & Public Facilities Project Manager	JOB NUMBER: 7185	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Parks & Public Facilities Director	PAY GRADE: 22	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs difficult administrative work identifying, developing, implementing, managing and completing projects within City Parks and Facilities and other locations, and related work as apparent or assigned. Work is performed under the limited supervision of the Parks and Public Facilities Director ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity* and *Excellence* promote and maintain a high level of morale and productivity and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Implements, a capital improvement project portfolio, and oversees all phases of the project management process: conceptual development, planning, identification of resources, scheduling, procurement, construction management, budgeting, auditing, commissioning, close out, reporting, and other related activities.
- Identifies opportunities to create projects and infrastructure consistent with the Strategic Leadership Plan, and assists the Contracts Administrator to prepare bid documents, request for proposals or other procurement mechanisms as appropriate to hire contractors and consultants.
- Prepares project budget; controls and monitors expenses within budget; manages contractor performance; prepares various reports and documents; and conducts market analysis.

- Communicates with any boards and commissions who should review City projects and makes presentations regarding planning and execution of projects to the public and community groups.
- Oversees and coordinates the efforts of several staff teams, consultants, and contractors toward the efficient completion of a project.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Administrative principles and practices, including program development, implementation, evaluation, and project management.
- Principles and practices of project budget development and administration.
- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Public speaking.
- Team building and leadership skills.
- Project management techniques including all available project delivery methods authorized by State law.
- Planning, design, and construction principles.
- Land use, zoning, parking regulations, shoreline management, and building codes.
- Planning and building inspection, policies, and procedures.
- Real estate principles.

Skills and Abilities to:

- Plan, coordinate, and direct small and large projects.
- Manage complex projects from concept to implementation.
- Guide projects through the required development review process.
- Develop and lead inter and intra departmental teams.
- Understand and apply architectural and engineering drawings.
- Write grant proposals.
- Maintain records, and prepare a variety of related reports, including status reports.
- Learn and influence department and program objectives and goals.
- Prepare, monitor, and control project budgets.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing; comprehend and use English effectively, including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Operate a variety of modern office equipment and personal computers using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Valid driver's license.

EDUCATION AND EXPERIENCE

Bachelor's degree in project management, civil or construction engineering, urban or regional planning, architecture, or related field, and three (3) years of experience in project management, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a

range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


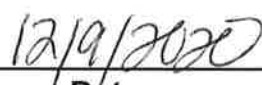

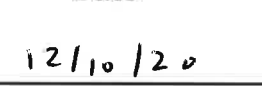

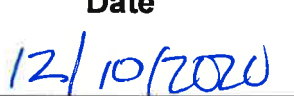
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work occasionally requires exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, construction site, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Manager	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date