



City of Peoria

HUMAN RESOURCES

Title: CIP Project Manager I (Parks Project Coordinator)

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Engineering Director, Architectural Services Manager, or an Engineering Supervisor.

This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to manage parks projects construction and various small parks projects for the Community Services Department. Manages the permit process; estimates costs; monitors budgets; manages design activities; approves expenditures; works with departments and authorities having jurisdiction; estimates costs and budgets; reviews project progress; monitors contract amendments and related requests; coordinates communication.



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ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Monitors, inspects, and reports on projects; monitors the work (quantity) in progress and the work product (quality) for specific assigned projects; reviews project progress per planned schedules; reviews designs for value, errors, and omissions; reviews adherence to specifications and design; facilitates meetings; challenges and reviews change orders; verifies all payment applications.
2	Coordinates and manages projects; computes quantities; estimates costs; evaluates bids and change orders; reviews and interprets construction plans; coordinates workflows with staff, consultants, and contractors; prepares reports; initiates and facilitates meetings; monitors status; schedules and budgets; takes initiative to resolve conflicts that arise during project.
3	Estimates costs and evaluates bids; evaluates and challenges independent cost estimates and bids.
4	Reviews and interprets construction plans; utilizes excellent verbal, written, and interpersonal communication skills.
5	Attends client meetings and represents the project team; cultivates relationships with other project team members.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	X	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	X

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety footwear, safety vest, hard hat.