



COUNTY OF LAKE
invites applications for the position of:

Public Works Construction Project Manager

SALARY:	\$35.96 - \$43.71 Hourly \$6,233.07 - \$7,576.40 Monthly
DEPARTMENT:	Public Works
DIVISION:	Engineering & Inspection Division - 1908
OPENING DATE:	10/01/21
CLOSING DATE:	11/14/21 05:00 PM

GENERAL RECRUITMENT INFORMATION:

Recruitments for County positions are typically conducted to establish eligibility lists to fill countywide vacancies that occur during the active status of those lists (approximately 3 -12 months). **Any person on a promotional eligibility list will be considered first by the hiring department(s) before persons on an open eligibility list.**

The County of Lake only accepts applications for permanent positions when actively recruiting. Only online applications are accepted. It is the responsibility of each applicant to review the full job description and requirements.

The County is an Equal Opportunity-Affirmative Action Employer. Veteran's Preference.

To apply for County examinations - All applications for County examinations must be submitted through the County's online application system. A completed Supplemental Questionnaire must be submitted with each online application. All permanent County recruitments will be posted at www.co.lake.ca.us with a link to the online application. The County of Lake reserves the right to limit the number of applications that will be accepted for any open recruitment, and any such limit will be included on the job posting. When a limit is posted, the recruitment is subject to close at any time prior to the final filing date. **Completed online application packets must be submitted by the close of business on the date that the recruitment closes.** All relevant experience must be included on the application to be considered – resumes and other attached documents will not be used to qualify an applicant. Relevant experience and/or education may be substituted at a ratio of 2 to 1 for the purpose of meeting minimum qualifications and applicants should contact the Human Resources department for details.

Important Notice - The provisions listed on job postings, job descriptions, or other recruitment materials do not constitute an expressed or implied contract. Benefits may vary between bargaining units. Any provisions contained within job postings, job descriptions or other recruitment material may be modified or revoked without notice. All County of Lake applicants who are given a conditional employment offer must comply with the County's pre-employment medical review program before they may be appointed to the County position.

APPLICATION AND TESTING INFORMATION:

MINIMUM QUALIFICATIONS:

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Education and Experience: Five (5) years of full-time increasingly responsible experience in the development and oversight of construction projects, including experience in project administration.

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in engineering is desirable.

FULL JOB DESCRIPTION:

PUBLIC WORKS CONSTRUCTION PROJECT MANAGER

DEFINITION

Under general direction, provides oversight and management of Public Works construction projects; oversees project and materials inspection and testing for County construction projects and private construction which comes under the jurisdiction of the County; ensures maintenance of established quality control standards for construction projects; assists with the design and review of Capital Improvement Projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a supervisory classification responsible for the coordination and oversight of Public Works construction projects. Responsibilities also include ensuring proper inspection of construction projects, including private projects which come under the jurisdiction of the County.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory staff. Exercises direct or general supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Serves as project manager for a variety of construction projects, including maintenance of proper project documentation.
- Meets with contractors to discuss project and contract requirements.
- Directs and participates in field inspections of work in progress.
- May correct or modify project designs to promote successful completion of quality construction.
- Approves progress payments.
- Reviews, signs, and approves change orders.
- Directs the proper sampling and testing of construction materials.
- Provides supervision, training, coordination, scheduling, and work evaluations for assigned staff.
- Develops and maintains data on construction projects.
- Prepares and presents a variety of reports on construction related issues.
- Serves as a liaison with other departments and agencies concerning construction requirements and issues.
- Provides consultation to County management, elected officials, and the public on federal, state, and local rules, regulations, and requirements related to construction.
- Provides input on the development of the unit budget.

- Works with other agencies and county departments concerning construction project design and plan reviews.
- Represents the Public Works Department in a variety of forums, as delegated.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, and methods of design and construction, especially as applied to Public Works construction projects and projects which come under the jurisdiction of the County.
- Laws, rules, regulations, and ordinances impacting construction in Lake County.
- Construction methods, materials, and equipment.
- Construction project management.
- Basic knowledge of engineering principles.
- Contract administration.
- Proper inspection methods and procedures.
- Research and statistical methods.
- Computer equipment and software applicable to construction project administration.
- Proper English spelling, grammar, and punctuation.
- Customer service principles and techniques.
- Written and oral communications skills.
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.
- Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned area(s) of responsibility.
- Coordinate and oversee public works construction projects.
- Ensure proper inspection and completion of private construction projects which come under the jurisdiction of the County.
- Provide input for plans, designs, and specifications for public works construction projects.
- Administer contracts.
- Prepare comprehensive reports.
- Analyze and evaluate construction project data and information, developing sound recommendations.
- Develop accurate records, sketches, and notes.
- Oversee and perform construction inspections, ensuring compliance with contracts, plans, and specifications, and proper use of quality materials.
- Make accurate engineering calculations.
- Effectively represent the County Public Works Department with the public and other government agencies.
- Communicate clearly and concisely, both orally and in writing.
- Regularly work well under pressure, meeting critical deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Education and Experience:

Five (5) years of full-time increasingly responsible experience in the development and oversight of construction projects, including experience in project administration.

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in engineering is desirable.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

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. 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.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Positions in this class may require local and statewide travel as necessary.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.

APPLICATIONS MAY BE FILED ONLINE AT:

http://www.co.lake.ca.us/Government/Directory/Human_Resources.htm

Position #21-248

PUBLIC WORKS CONSTRUCTION
PROJECT MANAGER

255 N. Forbes Street
Lakeport, CA 95453
707-263-2213

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Public Works Construction Project Manager Supplemental Questionnaire

- * 1. I understand that all of my relevant education and experience must be included on the application form, and that an unofficial transcript **MUST** be included in order to use my education as credit toward the minimum qualifications of the job description. Furthermore, I understand that only information contained and submitted on the application will be used when screening my qualifications against the minimum requirements of the position, and failure to include relevant information may eliminate me from consideration for this position.
 Yes
- * 2. I have a DD-214 and I have been honorably discharged from military service. I understand it's my responsibility to attach my DD-214 to my application.
 Yes
 Not Applicable
- * 3. Do you have five (5) years of increasingly responsible experience in the development and oversight of construction projects including experience in project administration?
 Yes No
- * 4. Do you have a Bachelor's Degree in Engineering?
 Yes No
- * 5. Do you have, or can you obtain, a valid California Driver's License by date of hire?
 Yes No
- * 6. Can you submit to, and pass a background check prior to appointment? Depending upon the position and/or assigned department the background check may include, but is not limited to: civil and criminal history check, reference check, Livescan, and/or credit check (as allowed under state law)
 Yes No
- * 7. I **MUST** provide an unofficial transcript to certify that my education qualifies towards the minimum requirements of the position. A copy of my degree will not be accepted to certify my education. I have attached my unofficial transcript.
 Yes No
- * 8. I certify that to the best of my knowledge, my answers to the supplemental questions are true and accurate and that all relevant experience, education, certifications, licenses, and trainings are included on my application form. I understand that my answers are subject to verification and that any intentional misrepresentation may be sufficient cause to eliminate me from further consideration for this position.
 Yes
- * Required Question