



Midpeninsula Regional Open Space District

CAPITAL PROJECTS FIELD MANAGER

DEFINITION

Under general direction, performs complex, professional-level, project management duties to ensure the completion of visitor access improvements, plans, manages, and evaluates the work of District special projects crews including designing and building new trails, preserve infrastructure, capital improvements and natural resource preservation and protection projects; coordinates on trail and infrastructure designs with other District staff, outside consultants, contractors and regulatory agencies; provides professional advice and assistance related to codes and constructability to other District staff;; develops trail alignments, infrastructure plans, and feasibility studies; prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Land and Facilities Services Department Manager. Supervises Maintenance Supervisors-Special Projects and other departmental staff, as assigned by the Land and Facilities Services Department Manager.

CLASS CHARACTERISTICS

This is a fully experienced-level classification expected to perform the full range of project management tasks and a management classification that leads and inspires District special project crews in the construction of District trails, improvements and facilities, as well as resource management projects. Incumbents are expected to communicate effectively with District management staff and perform the full range of construction project management duties in all of the following areas: trail layout and construction, capital improvements, facilities and natural resource protection projects. Successful performance of work requires significant knowledge of a broad range of building and preserve infrastructure projects, project management expertise, and the ability to adapt to and effectively work in a wide variety of terrain, including mountainous rural open space with varying site and natural resource conditions. Positions at this level are required to perform with a high level of independence when in the field, and must be fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Land and Facilities Services Manager in that the latter has overall management responsibility for all Land and Facility Services programs, functions, and activities and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

For all assignments:

- Project Manager for capital trail and improvement projects constructed by District special project crews.
- Management responsibility for maintenance staff working under their direction.
- Manages the development, implementation, and completion of trail construction and capital improvement projects related to new trails, visitor improvements, and other District infrastructure.

- Prepares and implements site improvement and repair plans; prepares studies and designs; evaluates alternatives; prepares plans, specifications, bid documents, and construction costs estimates; obtains necessary permits; prepares project budget estimates and schedules; analyzes bids, selects consultants and contractors; negotiates final contracts; sets construction schedules and priorities and directs work of special projects crews.
- Makes recommendations on solutions to trail and infrastructure construction related issues.
- Ensures that capital projects adhere to project goals, approved plans, District policy, permitting requirements, comply with environmental mitigation measures, District construction standards, and any applicable rules and regulations, and documents and reports compliance as required.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned services, projects, and activities; identifies opportunities for improvement and makes recommendations to District management staff.
- Participates in the preparation of project implementation budgets, monitors project expense budgets, approves/processes project expenditures, and provides early alert to Department Manager of potential issues with meeting assigned project budgets.
- Serves as source of information for staff, consultants, property owners, and contractors regarding general capital programs, projects, and functions; represents the department and District to outside agencies, public and private groups, and the general public; facilitates community participation through a continual dialogue with residents on major projects.
- Evaluates projects to determine if they are best suited for in house crew construction or contracting out.
- Develops and advertises consultant/contractors requests for proposal/bids/quotes, and administers bid processes for professional and/or construction services; evaluates proposals/bids/quotes and recommends project award; administers contracts after award.
- Negotiates, administers, and manages contracts for services; reviews documents, reports, and other work products prepared by consultants and provides feedback and corrections; reviews and oversees consultant invoices and progress payments.
- Prepares and presents staff reports for capital improvement design and construction projects, contract solicitation and authorization, permits and licenses.
- Provides assistance to management staff related to highly complex trail design, layout, and constructability; develops and reviews staff reports related to assigned activities, projects, and services; under direction, reports to and advises the Land and Facilities Services Department Manager related to a wide variety of trail and infrastructure matters.
- Represents the District to outside agencies, including City and County Planning Commissions, Departments of Public Works, and Councils or Boards; conducts presentations regarding District capital project issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in open space construction and related activities; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect trail and other capital projects; recommends policy and procedural changes to management.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Maintains standard construction documents in conformance with changes in legal requirements and practices. Assists and advises consultants and staff in the preparation of technical specifications and construction details as it pertains to codes and constructability.
- Oversees the scheduling of major trail and infrastructure construction projects to ensure compliance with plans, specifications, materials, schedules, workmanship and safety standards, and provides early alerts to Department Manager of potential issues with meeting project schedules.
- Participates in negotiating design and construction changes and associated costs, resolving field and contractual differences, and tracking crew time.
- Conducts final inspections to assure project completion.

- Provides appropriate operational staff with documents, warranties and, as necessary, an orientation of specialized functional components and systems.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Project and program management principles and practices, including goal setting, work plan development, budget development, tracking, administration, and evaluation, and preparation of project scopes and schedules.
- Administrative principles and practices including the development, analysis, and evaluation of programs, policies, and operational needs of field capital projects program.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the assigned function.
- Principles of construction management methods relating to legal, contractual, inspection, and safety.
- Principles and practices of permitting and contract negotiation and administration.
- Practices of trail and infrastructure construction issues, evaluating alternatives, value engineering, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective trail layout, design, and construction.
- Recent developments, current literature, and sources of information related to trails and preserve infrastructure.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Administer complex, technical, and sensitive trail construction, and related programs in an independent and cooperative manner.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical construction and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Organize, implement, and direct assigned construction activities.
- Evaluate and develop improvements in construction procedures, policies, or methods.
- Research, analyze, and evaluate new project delivery methods, procedures, and techniques.

- Interpret and explain trail and infrastructure construction projects and programs to the general public; identify and respond to issues and concerns of the public, District staff, Board of Directors, and outside boards and commissions.
- Develop, track, and manage project budgets.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and District policies and procedures.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of District crews, contract consultants and contractors.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Read and understand technical drawings and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in landscape architecture, construction project management, park administration or a related field, and five (5) years of increasingly responsible experience in project management preferably in parks, open space, or a related field including two (2) years of supervisory responsibility.

Licenses and Certifications:

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, a valid Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
- Possession of, or ability to obtain, a valid First Responder or equivalent certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel,

reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: April 2017
REVISED: N/A
FLSA: Exempt