



# CITY PROJECT MANAGER

## **Summary:**

The City of Brookshire is seeking a motivated self-starter to manage various exciting projects for the city. As a Project Manager, you will bring enthusiasm and energy to your work and build long-lasting relationships. This individual will be integral to the daily success of our projects, ensuring all contractual requirements are achieved while meeting the safety, budget and schedule goals for the City of Brookshire.

The right candidate will thrive in a collaborative environment and demonstrate success in managing complex projects.

Under the general direction of the Mayor or designee, the Project Manager is responsible for representing the City of Brookshire, managing projects for the development, operations, and maintenance of the city's infrastructure, street and drainage operations and maintenance, and other projects pertaining to the city's Capital Improvement Program (CIP) plan.

The Project Manager will be involved in the selection of consultants and contractors. To include monitoring contractor services and coordinating design and construction or rehabilitation of City projects. He or she will participate in the coordination, by holding pre-bid and pre- construction conferences, evaluating bids, and preparing associated agenda items for the award of such contracts.

This position will assist the Mayor with Planning and Development Services for the City. He or she will be responsible for assisting with the organization, direction, and management of the planning and development services department, to include project managers; permit clerk; development coordination; long range planning; transportation planning; bicycle, pedestrian, and greenways planning; land development, engineering, infrastructure construction and inspections, building permitting, and building inspections.

This position collaborates with the Mayor, developers, public works managers and superintendents, other city departments, and the public. It requires familiarity with construction management and statutes, infrastructure design, and maintenance expertise, and requires exercising sound judgment on engineering and management issues. Interactions with all stakeholders are required to be conducted with a polite, courteous, and cooperative attitude.

## **Duties and Responsibilities for Project Management:**

- Assists with planning, organizing, integrating, overseeing, and evaluating planning and development services, activities, and programs; implement and monitor strategic plans, goals, and objectives focused on achieving the City's mission and Council priorities.
- Provides leadership and assists with directing all planning and development services (directly or indirectly), which includes prioritizing and assigning work, monitoring workloads, conducting performance evaluations, ensuring adherence to standards and procedures, and mentor, coach, and develop staff.
- Provides leadership and coordination in reviewing contractors' compliance with plans and specifications, programs, permitting, and inspection of construction, development, and other projects.

- Oversee the inspection activities and personnel to review and evaluate contractors' compliance on various construction projects.
- Oversee development projects, to include but not limited to, ensuring compliance; overseeing, directing, and participating (as required) in site inspections of construction projects; and coordinating and working with consultants, developers, City departments, and citizens in the preparation of plans, development review, and other development related projects.
- Advise the Mayor, City Council, citizen groups and boards, individuals, contractors and others on matters related to planning and development services programs and activities; assemble necessary resources to solve a broad range of challenges in the delivery of planning and development services.
- Establish and maintain collaborative relationships within the organization, neighborhoods, development community, and other community partners.
- Reviews preliminary plans and evaluate plans for construction.
- Reviews contractor submittals.
- Resolves construction problems.
- Attends all necessary meetings pertaining to projects.
- Prepares and reviews various reports and records to present to the Mayor, City Council and the public as directed.
- Provides management of multiple contracts of various sizes.
- Meet all contractual requirements and ensure the work conforms to the plans and specifications.
- Manage project budgets and cash flow.
- Build and maintain relationships with the owner, architect/engineer, construction manager, and other project partners.
- Ensure the project schedule accurately depicts the construction plan and project progress.
- Foster an environment of communication and information sharing.
- Manage the project's staffing plan and forecast personnel needs at all phases of construction.
- Carry procurement goals throughout the life of the project and ensure scope, pricing, and schedule meet all project needs.
- Develop and execute a quality control plan.
- Promote and encourage safe work behaviors and ensure the site-specific safety plan addresses the unique project safety needs.
- Embrace lean practices and participate in work plan activities.

This position will also lead the City's Economic Development Program being responsible for planning, organizing, and implementing economic development functions from conception to completion. This includes business retention, attraction, incentive programs, research, planning, organizational capacity,

and facility development. The role involves various administrative, professional, and technical tasks to implement economic development goals and objectives for the city, coordinating with the development community, local businesses, and various City departments and staff.

#### **Duties and Responsibilities for Economic Development:**

- Manage all services and activities of economic development, including attracting capital investments and diversifying employment opportunities. Establish private/public partnerships for economic change aligned with the City of Brookshire's core strategies which include, Supporting Entrepreneurship Development, Workforce Development, Business Retention and Expansion, and Business Recruitment and Marketing.
- Work with stakeholders to provide input on the development of short and long-term economic and community development plans, create implementation plans, gather information, prepare studies, and reports, to show progress towards achieving goals.
- Analyze existing economic situations for business attraction and expansion; employ modern techniques for business retention and negotiate sensitive issues; monitor program performance and report to the Mayor and Board of Directors.
- Familiarize yourself with available buildings, lands and businesses in the city and county, including public and private properties.
- Monitor and evaluate the effectiveness of economic development programs and efforts.
- Manage economic change through retention, expansion, and attraction of commerce and light industry; create incentive zones/programs.
- Develop infrastructure to support business growth and expansion.
- Represent the city in civic, cultural, charitable, business, and community activities; serve on relevant boards and organizations.
- Prepare and present the annual budget for approval by the Board of Directors and City Council.
- Maintain liaisons with local, county, state, and federal agencies, coordinate projects as necessary.
- Provide information and presentations on economic development issues, programs, services, and plans to various groups and the public.
- Identify workforce skill needs and coordinate with educational institutions to develop appropriate training programs.
- Provide project management direction and oversight.

#### **Knowledge, Skills, and Abilities:**

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of administration as applied to the maintenance and operations of Public Works facilities, services, and systems operations.

- Recent developments, current literature, and sources of information in municipal Public Works administration.
- Principles and practices of organization, administration, personnel management, budgeting procedures and techniques.
- Materials, methods, practices, and equipment used in public works, operations, and construction.
- Laws and regulations regulating municipal operations.
- Occupational hazards and standard safety precautions necessary in the maintenance, operation, and construction of infrastructure projects.
- Principles and practices of personnel management and supervision, employee training, evaluation, promotion, and discipline.
- Principles and practices of public administration, including cost accounting, budgeting, purchasing and the maintenance of public records.
- Utilizing the principles of sustainability to improve delivery of services.
- Use a personal computer, related software, and office equipment.
- Advance metering infrastructure systems.
- Plan, prioritize, assign, and direct the work of technical, maintenance and clerical personnel.
- Organize, direct, and coordinate the activities of a public works department in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and schedule work on a long-term and short-term basis.
- Gain cooperation through discussion and persuasion.
- Coordinate the work between maintenance and operations staff and other departments and agencies.
- Communicate clearly and concisely, both orally and in writing communicate effectively with local officials, professional service providers, and various state and federal agencies through written memos, e-mails, formal letters, and telephone conversations.
- Select, supervise, train, and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Be punctual and regular in attendance.
- Get along well with others.
- Oversee, direct, and coordinate the work of lower-level staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas of responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.

- Prepare and administer program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Oversee and participate in the completion of data, maintenance of records and files, and the preparation of clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ensure adherence to established safety rules, regulations, and guidelines.
- Oversee and participate in the provision of a high level of customer service to internal and external customers.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- General operation knowledge, experience, and/or familiarity with all Public Works machinery and equipment

**Minimum Qualification:**

Requires an equivalent to a Bachelor's degree from an accredited college or university with major course work in Civil Engineering, Public Administration, Business Administration, Environmental Science or a related field. Ten years of increasingly responsible experience in an administrative and supervisory role, or an equivalent combination of education and experience.

**Professional Development Associations Preferred:**

- Government Finance Officers Association of Texas (GFOAT)
- Emergency Management Association of Texas (EMAT)
- American Public Works Association (APWA)
- International Economic Development Council (IEDC)
- Texas Economic Development Council (TEDC)

**Acknowledgement:**

I acknowledge that I have read the job description and requirements for this position, and I certify that I can perform these functions and will adhere to all policies and procedures.

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Applicant Signature

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Date

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Witness (Print & Sign)