

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Principal Project Manager	<b>Job Family:</b> 3
<b>General Classification:</b> Management	<b>Job Grade:</b> 42

**Definition:** To plan, supervise, coordinate, and participate in the operation of a major section within the assigned Public Works division; and to provide professional and technical project management support to assigned area of responsibility.

**Distinguishing Characteristics:** Receives general direction from the assigned division Assistant Public Works Director. This position will manage the designated program area within the assigned division. Employees in this position will possess specialized knowledge, skills, abilities, and experience to allow them to use independent judgment in the performance of their duties and be capable of completing work with minimal guidance or supervision. Possession of highly developed writing and presentation skills as well as interpersonal, team-building, and negotiating skills is critical for this position. Exercises direct and indirect supervision over management, professional, technical, and clerical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Plan, coordinate, supervise, and participate in the activities of a major section within the assigned division.
2. Assist in the development and implementation of City department or division goals, policies, procedures, and priorities.
3. Provide professional and technical project management support services to assigned area of responsibility.
4. Interpret and apply relevant codes, ordinances, rules, and regulations.
5. Check plans for accuracy, suitability, and completeness; and make recommendations for revisions and improvements.
6. Meet and confer with contractors, architects, engineers, and the general public relative to City policies, regulations, and procedures; resolve discrepancies and problem situations with a wide variety of outside parties.
7. Keep track of new or pending regulatory requirements that affect the Public Works Department and provide support to meet the requirements.

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8. Manage the selection and hiring of consulting firms and manage the preparation and administration of contracts; review and approve invoices and payments for contracted services.
9. Coordinate activities with other divisions and departments as appropriate.
10. Make oral presentations and prepare written reports to the City Council, various City committees, or community groups on projects and plans.
11. Serve as staff liaison to a variety of City and outside commissions, boards, and committees, as assigned.
12. Conduct special studies relative to assigned area of responsibility; prepare appropriate reports and analyses.
13. Supervise, train, and evaluate assigned management, professional, technical, and clerical staff.
14. Oversee and participate in the review of projects under construction in the field; resolve complaints and problems between inspectors, contractors, and/or engineers.
15. Prepare and oversee the preparation of designs, specifications, and cost estimates for a wide variety of capital improvement projects, including buildings, facilities, and parks.
16. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Project management principles and techniques; procedures for planning and establishing plans, specifications, construction, and inspection for municipal capital improvement projects; principles and practices of supervision and personnel development and management; principles and practices of public administration; concepts of municipal operating and project budget development and administration; applicable laws and ordinances; design and construction principles, methods, materials, and equipment used in Public Works construction, including, but not limited to, building systems and civil engineering projects; and City operations, and outside agencies and organizations affected by capital improvement projects.

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Ability to: Coordinate and supervise municipal capital improvement projects, equipment acquisition projects, and consultant studies; develop and administer contracts for professional design services and construction work; manage professional project management, engineering, and office staff; apply project management principles and techniques; plan and conduct effective meetings; establish and maintain effective working relationships with City officials, consultants, contractors, the general public, and fellow employees; train, supervise, direct, and motivate employees; prepare and administer capital improvement projects, operating and capital budgets; and coordinate the work of the section with other sections, divisions, City departments, outside agencies, utilities, and contractors.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of progressively responsible experience in professional project management, including two years managing professional project managers or other professional employees; and graduation from an accredited college or university with a bachelor's degree in architecture, public administration, business administration, civil engineering, or a related field.

A master's degree in the fields listed above, and possession of a California architect license or registration as a professional engineer in California is highly desirable.

**Required Licenses or Certificates:** Possession of a valid California driver's license.

Established: October 2021

Revised:

HRD/CLASS SPECS

Principal Project Manager