



THE CITY OF OKLAHOMA CITY
invites applications for the position of:

ENGINEERING PROJECTS MANAGER

SALARY: \$77,297.76 - \$118,201.68 Annually

OPENING DATE: 05/12/20

CLOSING DATE: 05/19/20 11:59 PM

DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

NOTE: The normal starting salary for this position is \$77,297.76/annually. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.

This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019. This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

DEPARTMENTAL INFORMATION

This position is the manager of the Contract Administration group of the Engineering Division. This group has two sections: Engineering Contracts and Contractor Pre-Qualification. The Contracts Section develops contract proposals (scope of work), negotiates contract terms/fees, and is the liaison between the City and A&E design firms. The Pre-qualification Section is responsible for all activities to pre-qualify contractors for eligibility to bid on construction projects in Oklahoma City. These duties include application review, contractor yard inspections, updates to the standard bid specifications, and managing the Pre-qualification Board agenda

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

This position is located in the **Engineering/Contracts Division** of the **Public Works Department** within the City of Oklahoma City and is under the direction of an Assistant Department Director and/or more senior City Staff. The primary purpose of this classification is to provide specialized management or operations support to various Departmental work divisions. Engineering Projects Managers are also responsible for directing the implementation of Department program functions and policies, coordinating operations activities, and planning major projects. **Essential job functions include:** directing, reviewing and overall management of work projects as a Division Head; assisting in the preparation and assessment of budgets and goals and objectives; reviewing specifications and plans for needed equipment, materials, supplies, services, and suitability of design, etc.; development of processes for review of contract bids or proposals to determine the best supplier; reviewing federal, state, and local standards and regulations to ensure compliance with various legal and policy guidelines; monitoring operational expenditures; identifying and directing implementation of productivity improvement measures; monitoring program accomplishments for timeliness and compliance with instructions, procedures, and budgetary limitations; reviewing completed construction projects for compliance with approved plans; and preparing and reviewing complex technical reports for submission to Department Directors, City officials, federal and state agencies, etc. The employee has frequent contact with other City employees; contractors, architects, and engineers; citizens; outside agencies; etc., to exchange information or provide technical assistance. The instructions received define program objectives as well as personnel and budgetary limitations. Work may be reviewed periodically through staff reports,

conferences, and visual observations by the Department Head for administrative effectiveness and adherence to policies, directives, and instructions.

VETERANS PREFERENCE

Honorably discharged veterans of the United States Active Duty Armed Forces, National Guard and Reserve Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 or NGB Form 22 indicating discharge type/character of service at the time of application.

JOB REQUIREMENTS:

- Knowledge of and skill in applying administrative and managerial principles and practices.
- Knowledge of governmental procedures, processes, and policies for construction of public facilities.
- Knowledge of and skill in supervising and directing professional, technical, and clerical staff.
- Skill in verbal and written communication.
- Ability to negotiate contract terms and monitor contract compliance.
- Ability to establish and maintain effective working relationships.
- Ability to mediate between consultants and contractors.
- Ability to identify, plan, design, implement and evaluate current systems and system improvements.
- Willingness to assume responsibility for work performed.
- Possession of a valid driver license (Operator).

DEPARTMENTAL PREFERENCES

- Five years' experience in contract negotiation and contract management.
- Knowledge of Competitive Bidding Act.
- Knowledge of the Resolution for Selection of Architects, Engineers, and Planners.
- Knowledge of the Prequalification Ordinance for Contractors.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

WORKING CONDITIONS

- Indoors frequently, subject to sitting, standing, walking, or using the telephone for extended periods.
- Outside occasionally, may be exposed to heat cold, humidity, rain, etc.
- Subject to local travel to monitor work projects.
- Occasionally required to work beyond normal working hours or to change working hours.
- May be required to work varied schedules, including weekends and holidays.

NOTE: Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

PHYSICAL REQUIREMENTS

- Near vision enough to read and draft various forms of written and machine-generated communications.
- Speech and hearing enough to communicate effectively in person and by telephone.
- Manual and finger dexterity enough to operate standard office equipment, such as a telephone, computer keyboard, ten-key, copier, fax, etc.

OTHER NOTES:

NOTE: City employees are required to receive pay electronically, either via direct deposit or pay card.

NOTE: Full-time employees on the Interdepartmental lateral transfer/voluntary demotion list who are interested in this position must submit an application through the standard process.

NOTE TO FORMER EMPLOYEES: To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Personnel Department's Labor Relations Division.

NOTE: Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

NOTE: Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

NOTE: Completion of the supplemental questions is required. Applicant responses to supplemental questions must specifically answer the questions asked. Responses to supplemental questions must be supported by work history/information listed on the application/resume. Applications may not be reviewed if specific responses to supplemental questions have not been provided.

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives by calling 405-297-2530.

Recruiter: AC

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

APPLICATIONS MAY BE FILED ONLINE AT:
www.okc.gov

Position #202000369
ENGINEERING PROJECTS MANAGER

420 West Main Street
7th Floor
Oklahoma City, OK 73102
405.297.2581

careers@okc.gov

ENGINEERING PROJECTS MANAGER Supplemental Questionnaire

- * 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department Representative by calling 405-297-2530.
 - Yes
 - No
- * 2. Please indicate the type of driver license you currently possess.
 - I do not possess a valid driver license.
 - Class A CDL
 - Class B CDL

- Class C CDL
- Valid Driver License (Operator)

- * 3. If you have knowledge of and skill in applying administrative and managerial principles and practices, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.

- * 4. If you have knowledge of governmental procedures, processes, and policies for construction of public facilities, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.

- * 5. If you have knowledge of and skill in supervising and directing professional, technical, and clerical staff, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.

- * 6. If you have skill in verbal and written communication, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.

- * 7. Are you willing to assume responsibility for work performed?
 - Yes
 - No

- * 8. If you have five years' experience in contract negotiation and contract management, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.

- * 9. If you have knowledge of Competitive Bidding Act, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.

- * 10. If you have knowledge of the Resolution for Selection of Architects, Engineers, and Planners, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.

- * 11. If you have knowledge of the Prequalification Ordinance for Contractors, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.

- * Required Question