

SENIOR PLANNING PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for specific phases of moderately difficult planning projects in the field of municipal or community planning or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal basis. In a smaller unit the Senior Planning Project Manager would be assigned planning projects calling for individual leadership to a greater extent than would be the case in larger planning units. Staff supervision is also involved. The Senior Planning Project Manager works under the general direction of the Director and/or the Deputy Director of Planning.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs and coordinates the design of public infrastructure projects and multi-modal transportation projects;
- Reviews project plans, coordinates plan review with various City departments, and communicates all department comments with consultant;
- Advises planners and design consultants of potential design ramifications on project costs, permitting, utilities, etc.
- Conducts highly technical research and analysis, evaluates findings, identifies significant issues, determines options and develops staff recommendations on projects;
- Prepares and oversees consultant in preparation and finalization of construction, bid, and project manual documents;
- Ensures all bid documents adhere to requirements of various project grantors including MWBE percentages and prevailing and living wage documentation;
- Prepares and submits procurement documents for bid issuance, opening and award at City Board of Contract and Supply meetings;
- Reviews bid submissions and negotiates with bidders pursuant to all applicable sections of General Municipal Law;
- Manages consultants retained to complete construction administration and inspection duties on municipal projects, including but not limited to preparation of daily construction/inspection reports and weekly progress reports and confirmation of quantities of materials used;
- Interprets contract plans and specifications, reviews change order costs, prepares monthly payment requests and organizes invoices;
- Meets with property owners, developers, attorneys and other design professionals to discuss and resolve planning and development issues and exercises considerable discretion in problem solving, decision-making and negotiating agreements;
- Provides technical support, information and guidance to property owners, developers, other staff members and other City departments;
- Conducts and/or participates in public meetings with neighborhood groups and special interest groups;

- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of engineering and the sources of engineering information;
- Thorough knowledge of modern engineering methods and implementation techniques as applied to design and construction of streets, water distribution lines, storm drainage and sanitary sewers;
- Good knowledge of state and local permitting including but not limited to DOT Highway, Use & Occupancy Permits, Storm water and electrical permitting;
- Good knowledge of City policies and procedures related to land use and development;
- Good knowledge of personal computers and office equipment including the use and application of microcomputer software used in engineering design;
- Ability to apply planning and engineering principles to work assignments, implement City ordinances and policies, review site plans and architectural elevations, and analyze potential impact of development proposals;
- Ability to conduct engineering research, compile data, analyze findings, identify key issues, write technical reports and prepare professional recommendations;
- Ability to plan, organize and manage the activities of project teams, and multiple projects to completion;
- Ability to communicate effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with co-workers, citizens, business owners, City officials, management, attorneys and other design professionals and developers
- Ability to identify, facilitate and resolve project issues and engineering problems;
- Ability to understand complex oral and written directions;
- Ability to exercise considerable initiative and independent judgement, and function in a non-supervisory leadership role;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and five (5) years of experience in planning, landscape architecture, project review, engineering or a related community development activity.

SUBSTITUTION:

Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master Degree in urban planning, urban design, landscape architecture, engineering or construction management OR possession of a Professional Engineer (P.E.) license may substitute for two (2) years of experience.

Issued: 12/18/19

Revised: 4/29/20