

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include June Lake, Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

BENEFITS: *Mono County provides generous benefits, including 2.5% @ 55 PERS, medical, dental, vision and 401 deferred compensation.*

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

**PUBLIC WORKS
PROJECT MANAGER**

FINAL FILING DATE:

Final Filing Date: Open Until Filled

SALARY: \$6,000 – \$6,400 DOQ

Bridgeport, CA

At-Will Contract

Equal Employment Opportunity Employer

THE POSITION

Under general direction, to plan, design, coordinate, and administer improvement/maintenance projects for County parks, buildings, airports, cemeteries, campgrounds, roads, bridges, and disposal facilities; develop grant proposals to fund improvements/maintenance; assist in project scheduling for maintenance crews; coordinate and administer land improvement/maintenance projects which will be managed from foundation to finish with an emphasis placed on pre-planning, scheduling, and efficient use of personnel. Other duties as assigned.

Successful candidate to demonstrate excellent written, verbal and organization skills. Candidate will be expected to be knowledgeable in construction management, cost projects, construction cost accounting, project planning techniques, design criteria for government buildings and projects, architectural plans and specifications and the requirements of public project bidding and contracting.

- Assists facilities, engineering and public works management staff in the development and implementation of project plans, specifications, and cost estimates for improvements and maintenance projects to County parks and facilities.
- Degree of detail addressed by plans and specification will vary depending upon size of project and whether performed by staff or contract services.
- All projects require a degree of budgeting, scheduling and construction management duties.
- Research and development of grant opportunities, including completion of grant application documents.
- Documentation and submittal and filing of all required correspondence reporting, funding documents and final close out documents for grant projects.
- Ability to assist with the work order system to manage requests for repairs and/or service.
- Assist Public Works Maintenance Worker in short-term and long-term scheduling of maintenance projects.

QUALIFICATIONS

Minimum Qualifications:

- Excellent communication and organizational skills
- Ability to interpret contracts, bids, proposals, specifications and other technical documents
- Experience planning, developing, cost estimating projects
- Ability to accurately estimate cost, time, equipment and materials necessary for maintenance and improvement projects
- Knowledge of local and state laws and requirements concerning construction to and including Uniform Building Code, Uniform Plumbing Code, National Electrical Code, National Fire Protection Association requirements, Cal OSHA, ADA, health and other codes normally applied to construction projects.
- Ability to read and prepare plans and specifications
- Experience with construction management and contract administration processes, including: Bidding, Contract Award, Inspection, Schedule monitoring, Progress Payments, Budget Tracking, Change Orders, Bonding, Project Close-Out
- Ability to plan and schedule short and long term maintenance projects
- Ability to prepare clear and concise reports and agenda items and present projects to the Board of Supervisors and to the public
- Ability to work effectively with other departments, contractors, and the public
- Ability to operate department computers, computer programs, and the internet
- Knowledge of AutoCAD
- Ability to research utility/energy consumption and recommend strategies
- Ability to plan project tasks, maintain budget, schedule and attain goals
- Ability to organize project documents for easy retrieval
- Ability to foster teamwork
- Ability to oversee the performance of contractors

REQUIRED TRAINING AND EXPERIENCE:

- Five (5) years construction management and/or contract administration
- Three (3) years construction management and/or contract administration combined with an Associate Degree in construction management or related discipline.

SPECIAL REQUIREMENTS:

- Possession of a driver's license valid in the State of California

THE EXAM PROCESS

PHASE 1: The exam process includes an application, resume, and answers to the supplemental questions (below).

PHASE 2: The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.

Applications submitted without a completed supplemental questionnaire will not be considered.

1. Describe how you qualify for this position. In your response, please include related experience and training.
2. What do you believe are the challenges facing the Project Manager in Mono County?

Photo: © Greg Newbry

