

JOB AND CLASS DESCRIPTION

VALLEY REGIONAL FIRE AUTHORITY



JOB TITLE		AFFECTED DEPARTMENT(S)	
Project Manager		Community Risk Reduction	
LAST REVISED	PAGE	PAY GRADE	AFFILIATION
7/10/2024	1 of 4	Temporary Position	Non-Affiliated

NATURE OF WORK

This temporary, full-time position reports to the Fire Chief or designee and represents the VRFA in the design and construction of fire stations and other facility projects to ensure time and cost-effective completion. Term-Limited Temporary positions are "at-will" positions. This temporary position is currently anticipated to last until September 2027.

The work of this position involves assisting in budget management, scheduling, and implementation of projects, the preparation of reports for use by VRFA Senior Staff and working closely with the architectural firm and other vendors and consultants. This position is a temporary assignment created to assist in the management of the capital facilities projects funded by a bond. Incumbents must possess superior working knowledge of fire station design and use, as well as experience in managing fire service or related capital projects. Work is reviewed for effectiveness via reports, projects, and results obtained.

ESSENTIAL FUNCTIONS

The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- As a representative of the VRFA, and working collaboratively with other VRFA staff, coordinate with the architectural firm contracted for the project.
- Working with the architectural firm and other VRFA staff, oversee and manage projects from conception to completion on behalf of the agency.
- Review the projects in-depth; work with the architectural firm to schedule deliverables and estimate costs.
- Monitor onsite construction for compliance with building and safety regulations.

- Coordinate with the architectural firm in managing construction progress, activities, and contractors as necessary.
- On-site review of the construction progress on a daily basis.
- Prepare internal and external reports pertaining to job status and provide a monthly report to VRFA Senior Staff.
- Working with the architectural firm and VRFA staff, negotiate terms of agreements and draft contracts, review bonds and insurance certificates, and obtain permits and licenses when necessary.
- Work with the architectural firm to analyze, manage, and mitigate risks.
- Monitor quality construction standards and the use of proper construction techniques, notifying the architectural firm when potential issues are identified.
- Meet all contractual conditions and obligations.
- Plan accordingly to minimize potential problems and resolve any emerging issues.
- Maintain community relations within the vicinity of the projects.
- Attend and may lead meetings as required; participate on committees as requested.
- Facilitate collaborative problem-solving strategies to resolve conflict and other issues through effective communication with employees, contractors, community members, etc.
- Conduct research, compile, and analyze data and prepare reports for various projects as assigned. Respond to requests for information as needed.
- Provide support services such as forecasting, project scheduling, gathering information, organizing documents, and preparing documentation and files consistent with applicable rules, policies, and procedures as it relates to the position.
- Monitor expenses and keep records of all expenditures and revenues relating to assigned work orders and budgets; route all budget matters through proper channels.
- Obtain quotes from vendors for goods and services in alignment with procurement policies.
- Perform related work and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitude to perform each duty proficiently.

WORKING CONDITIONS

The physical demands and working conditions described herein 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:

- While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle, operate objects or controls, and reach with hands and arms.
- The employee may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing abilities required by this job include the ability to hear and understand phone and radio transmissions in a typical office setting and/or in an environment with may contact large amounts of background noise.
- The work is performed primarily in an office environment and on the construction site.

REPORTING RELATIONSHIPS

The employee will report to the Fire Chief or designee.

REQUIRED EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Degree or certifications in a related field including coursework in construction management and program management.
- Proven work experience in construction management specifically with the fire service and the design and construction of fire stations.
- Ability to speak, understand, read, and write the English language and apply information to the assigned work.
- This position requires the use of a personal or department vehicle while conducting department business. The individual must be physically capable of operating motor vehicles safely and must possess and maintain a valid driver's license.

LICENSES AND OTHER REQUIREMENTS:

- Possess and retain a valid Washington State driver's license.
- Obtain additional certifications as deemed necessary by the VRFA.

ADDITIONAL

- Successfully pass the required background check.

ACKNOWLEDGEMENTS

The examples of job duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.