GREAT REDWOOD TRAIL AGENCY

PROJECT MANAGER

DEFINITION

Under direction, manages assigned capital improvement, trail development, restoration, property, infrastructure, and maintenance projects, including partner-led projects on Agency property from initiation through closeout; coordinates the work of engineering, environmental, construction management, and other consultants and contractors; tracks project scopes, schedules, budgets, invoices, change orders, and deliverables; monitors compliance with grant requirements, permits, and Agency standards; collaborates with internal staff, permitting agencies, California Native American Tribes, public agencies, adjacent landowners, nonprofits, and partner organizations; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional project management classification responsible for the day-to-day management and delivery of assigned projects within the Agency's capital, trail development, and property and infrastructure programs. Incumbents independently manage multiple concurrent projects of varying size, complexity, and funding source, exercising sound judgment within established policies, procedures, and project parameters.

Positions in this classification may be assigned to the Trail Development Division or the Operations and Maintenance Division, and may be reassigned as project workload, organizational needs, and Agency priorities change. Depending on assignment, work may emphasize capital construction infrastructure, maintenance, trail development, property, or other Agency projects and programs. While projects may vary in size, complexity, and funding source, the classification's core project management responsibilities, knowledge, and abilities remain the same regardless of assignment.

This classification is distinguished from assigned management classifications in that the latter have overall management responsibility for the programs, budgets, and staff of the assigned division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Division Manager. Does not exercise direct supervision over staff; may provide technical and functional direction to assigned staff, consultants, contractors, and volunteers, on an ongoing or project basis.

EXAMPLES OF DUTIES:

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job, and not all duties listed are necessarily performed by each individual.

- Manages assigned capital construction, capital improvement, infrastructure, and maintenance projects through all phases, including planning, scoping, environmental compliance review, design, right-of-way and access, permitting, procurement, construction, closeout, and transition to operations and maintenance.
- Develops and maintains project scopes, work plans, schedules, and budgets; monitors progress against milestones and funding deadlines; identifies risks and issues; and recommends and implements corrective actions.
- Coordinates and oversees the work of engineering, environmental, construction management, and other consultants and contractors; reviews deliverables for quality, completeness, and consistency with scope, contract terms, and agency standards.
- Serves as the Agency's project lead for partner-led trail segments and projects on Agency property, including reviewing applications, plans, and studies for consistency with the Master Plan and Agency standards; coordinating license and access agreements; monitoring partner work; and preparing recommendations to the Board.
- Tracks and reviews project invoices, change orders, contract amendments, and expenditures; verifies work performed; and prepares recommendations for approval within delegated authority.
- Monitors projects for compliance with the requirements of grants and other funding sources, including allowable costs, reporting, documentation, and performance periods; prepares or coordinates progress reports, reimbursement requests, and closeout documentation.
- Coordinates with federal, state, and local permitting and regulatory agencies; prepares or oversees the preparation of permit applications with staff and consultants; and monitors compliance with permit conditions, environmental commitments, and mitigation measures.
- Implements the Agency's environmental protection and compliance review process for Agency-initiated and partner-led projects, including preparing project-specific Compliance Checklists, coordinating required technical studies, incorporating Agency environmental protection specifications into project documents, and verifying completeness before Board consideration.
- Supports the Division Manager in the procurement of consultants and contractors, including preparing scopes of work, cost estimates, and solicitation documents such as Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and Invitations for Bid (IFBs); participates in the evaluation and selection process.
- Administers contracts, task orders, and agreements for assigned projects; monitors consultant and contractor performance and compliance with contract terms, scope, schedule, and applicable requirements.
- Manages or oversees smaller-scale trail development and property maintenance and improvement efforts, including signage, wayfinding and interpretive installations, trailhead amenities, culvert repair, demolition, habitat restoration, and other agency or partner-initiated improvements, ensuring they are coordinated with broader corridor planning and consistent with agency standards.
- Manages field-based capital improvement, maintenance, and property-specific infrastructure projects, such as work involving bridges, trestles, culverts, drainage

features, fencing, access points, rail and tie removal, legacy railroad materials, and other corridor assets, including coordination of waste handling and disposal.
- Coordinates land preparation and right-of-way clearance activities in advance of active project work, including vegetation management, debris and material removal, site security, and resolution of encroachments or conflicting uses affecting project sites, in coordination with appropriate Agency staff.
- Conducts or coordinates condition assessments and inspections of trail, property, and infrastructure assets; maintains inspection records; helps prioritize maintenance and capital needs; and supports trail closures, public notices, and safety measures.
- Coordinates with internal staff, including the GIS & Information Systems Administrator and spatial data consultants, to ensure project, parcel, and asset information is accurate and current; maintains complete and organized project files and records.
- Coordinates with California Native American Tribes, public agencies, utilities, adjacent landowners, nonprofits, and other partner organizations on project planning, tribal cultural resource protection, including tribal monitoring and inadvertent discovery procedures, access, and implementation; responds to inquiries and concerns related to assigned projects.
- Identifies funding opportunities; prepares or coordinates grant applications, budgets, and supporting materials; and administers funding agreements, including those under which the Agency funds partners.
- Prepares Board agenda items, staff reports, resolutions, memos, and presentations; may present project information to the Board of Directors, partner agencies, community groups, and the public.
- Assists in developing and improving project management procedures, templates, tracking tools, and agency standards.
- Plans and conducts community and stakeholder engagement for assigned projects, including public meetings and neighbor notifications.
- Coordinates volunteer and partner stewardship activities on assigned projects.
- Supports Agency response to emergencies, infrastructure failures, and urgent repairs affecting Agency property or projects, as assigned.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of project management, including scoping, scheduling, budgeting, cost control, risk management, and quality assurance, for capital construction, infrastructure, and maintenance projects.
- Phases of public works and capital project delivery, including environmental review, design, permitting, bidding, construction, and closeout.
- Principles and practices of public procurement and contract administration, including prevailing wage requirements, bonds and insurance, scopes of work, solicitations, change orders, and amendments.
- Grant administration and reporting requirements for state and federal funding sources, including cost tracking, documentation, and reimbursement processes.

- Applicable federal, state, and local laws, regulations, and permitting processes related to public works, environmental protection, and land use, including the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
- Basic principles of civil engineering, construction methods, trail design, and infrastructure maintenance sufficient to review plans, specifications, and contractor work and identify issues requiring further review.
- Real property terminology and documentation, including fee title, easements, rights-of-way, licenses, leases, encroachments and the use of parcel data and digital mapping resources.
- Principles and practices of budget monitoring, expenditure tracking, invoicing, and financial recordkeeping.
- Principles and practices of effective communication, collaboration, problem-solving, and relationship management with diverse partners and stakeholders.
- Modern office technology, project management and scheduling software, collaborative platforms, and GIS and mapping tools.

Ability to:

- Plan, organize, and manage multiple concurrent projects of varying scope, complexity, and funding source while meeting deadlines and maintaining accuracy.
- Develop and monitor project scopes, schedules, and budgets; anticipate and resolve problems; and adapt effectively to changing priorities and assignments.
- Direct and coordinate the work of consultants and contractors and hold them accountable for scope, schedule, budget, and quality.
- Read, interpret, and apply plans, specifications, contracts, permits, grant agreements, and applicable laws and regulations.
- Review invoices, change orders, and project documentation for accuracy and compliance, and maintain complete and organized project records.
- Conduct field inspections, identify issues, and document conditions and corrective actions.
- Prepare clear, concise, and accurate reports, correspondence, scopes of work, and presentations.
- Communicate clearly and professionally, both orally and in writing, and establish and maintain effective working relationships with staff, consultants, contractors, permitting agencies, tribes, landowners, partner organizations, and the public.
- Exercise sound independent judgment within established guidelines, and handle sensitive matters with tact, diplomacy, and discretion.
- Learn and effectively use evolving technology, information systems, project management tools, and mapping tools, and work effectively in a remote environment.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities may be qualifying. A typical way to obtain the required knowledge and abilities would be:

- Equivalent to a bachelor's degree from an accredited college or university in civil engineering, construction management, landscape architecture, planning, environmental science, natural resource management, public administration, or a directly related field.

- Three (3) years of professional experience managing or coordinating capital improvement, public works, construction, infrastructure, trail, or land and facilities management projects, preferably for a public sector agency. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Licenses and Certificates:

- Possession of a valid California driver's license at the time of hire and throughout the course of employment. Employees must have access to a reliable personal vehicle and be able to use the vehicle for authorized Agency business.

- Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) certification is desirable.

Special Requirements:

A dedicated and safe office space from which to work remotely (computer and office equipment provided by the Agency).

PHYSICAL, ENVIRONMENTAL, AND WORKING CONDITIONS

PHYSICAL DEMANDS

Incumbents must possess mobility to work in a standard home office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various Agency sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; strength, stamina, and mobility to traverse uneven terrain, including climbing stairs; and the ability to occasionally lift, carry, push, and pull materials and objects up to 25 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work remotely from a home office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Work is generally performed during standard weekday business hours, with some flexibility depending on operational and project needs. The position requires frequent communication and collaboration with coworkers and other stakeholders through email, telephone, messaging applications, video conferencing, and other electronic channels. Work is performed independently for extended periods and requires the ability to maintain productivity with limited face-to-face interaction and direction. The position may require working under deadlines and responding to time-sensitive technical issues, data problems, or project requirements. The position requires regular travel throughout California for meetings, training, site visits, and other agency business, including occasional overnight travel. The work requires access to agency properties and other work locations and requires the use of a personal vehicle for work-related travel.

Supplemental Information

May be required to work a varied schedule of hours, which may include evenings, weekends, and holidays.

CLASS HISTORY

FLSA Status: Exempt
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