



Pending Council Approval

City of Lathrop

Project Manager

\$107,539 to \$130,714 annually

Open Until Filled

The Community

The City of Lathrop serves more than 23,000 residents and is one of Northern California's fastest growing communities. It is strategically centered between the Stockton, Manteca, and Tracy submarkets within San Joaquin County. A dynamic executive leadership team guides City staff in working cross functionally to deliver services to Lathrop's growing community. As a result of careful stewardship, the City operates in a strong and stable financial environment.

The Organization

The City of Lathrop incorporated in 1989 and operates as a General Law City in a Council-Manager form of government. The Lathrop City Council is comprised of five members, including the directly elected Mayor and four Councilmembers. This vibrant organization enjoys a strong, collaborative, and open setting. The City has an operating budget of \$18.4 million. Lathrop has developed a long-range strategy to ensure a strong financial position for short and long-term stability.

The Department

The Public Works Department and is the largest department in the City, with 30 full-time staff. The Public Works department is responsible for the delivery of services that are integral to the community. The City of Lathrop has a vision of the future where our residents will continue to live in a safe and healthy environment, allowing citizens and businesses to flourish, and where City Staff participates in an innovative, team-based organization that values and strives to offer excellent customer service.

The Position

Under general direction plans, supervises, evaluates and participates in professional work in the planning, design, construction, maintenance and programming of services for citywide Capital Improvement Projects, streetscapes, landscaping, public facilities, utilities, parks, and other projects; performs complex analysis of project costs and monitoring project progress; performs complex analysis of project costs and monitoring project progress; ensures safe work practices, work quality and accuracy; maintains appropriate work records; performs other related duties as required.

Essential Functions

- Serves as a project manager for citywide Capital Improvement Projects, services and activities including streets, lighting, storm drains, sewers, water, parks and landscape.
- Coordinates citywide Capital Improvement Projects with staff, project managers, contractors, utility companies and other agencies.
- Administers construction contracts, supervises staff on construction sites, performs field inspections, plans, coordinates, prioritizes, monitors and participates in the work of staff responsible for reviewing design conformance and accuracy of public and private development projects.
- Participates in the selection and supervision of contract professional engineers for the development of plan specifications, studies and reports.
- Works with contractors and consultants performing all types of construction management and inspection activities to ensure construction practices are in compliance with City standards.
- Directs and coordinates activities of project to ensure project progresses on schedule and within prescribed budget, modifies schedules or plans as required.
- Participates in the selection and supervision of contract professional engineers for the development of plan specifications, studies and reports.
- Works with contractors and consultants performing all types of construction management and inspection activities to ensure construction practices are in compliance with City standards.
- Directs and coordinates activities of project to ensure project progresses on schedule and within prescribed budget, modifies schedules or plans as required.

Education and Experience

A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience with direct project experience managing the development of public parks or other public facilities, and education and training equivalent to a bachelor's degree in park planning and design, landscape architecture, construction management, engineering, planning or a closely related field.

In addition to the minimum qualifications, the ideal Project Manager will also have the following attributes:

- A positive attitude
- A team player
- Highly motivated

Compensation and Benefits

The City of Lathrop is a competitive employer. The current salary range for a Project Manager is from \$107,539 to \$130,714 annually. Benefits include:

Healthcare: A maximum healthcare contribution of \$1,684 per month is made by the City toward dental, vision and CalPERS medical coverage.

Retirement: The City participates in the CalPERS retirement system. Classic members receive 2% at 60 years (employee pays 7%). New members will receive 2% at 62 years (employee pays 6.25%).

Retiree Health: The City contributes toward retiree health care on a graduated scale based on years of service for employees who retire from the City of Lathrop.

Holidays: 12 paid holidays per year.

Vacation: 10 paid vacation days per year to start, increases with years of service.

Management Leave: 100 Hours Annually (position is exempt).

Section 125 Program: Set aside pre-tax money for Unreimbursed Medical Expenses and/or Dependent Day Care Expenses.

Supplemental Insurance: Voluntary option to purchase additional insurance coverage.

Bargaining Unit: The position is represented by the Lathrop Mid-Managers and Confidential Employees Association and requires a mandatory 2% salary contribution to a Retirement Health Savings Plan for its members.

Closing Date

The recruitment is open until filled.



Recruitment Process

To join our dynamic team, please submit an application on the CalOpps website at www.calopps.org. Applications must be submitted through CalOpps in order to be considered for this position. No faxes or emails.

Employment offers are contingent on successful completion of a thorough background check. This may include pre-employment physical exam, Department of Justice fingerprint clearance and reference checks.

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