



We invite applications for the position of:
PROJECT MANAGER I/II
Project Manager I \$9,849 - \$11,748 MONTHLY
Project Manager II \$10,877 - \$12,967 MONTHLY
Plus, a comprehensive benefits package

The City of San Mateo Public Works Department is looking for a Project Managers I/II

The Department

The Public Works Department is comprised of Regulatory Compliance, Engineering, Field Maintenance, Facilities/Fleet, Wastewater Treatment, and Asset Management Divisions. Each division is led by one of two Deputy Directors, who report to the Director of Public Works. The department is responsible for the City's major capital projects and infrastructure including streets, streetlights, traffic signals, publicly owned facilities, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a major lagoon, dams, and levees, as well as solid waste and environmental programs.

The Department is currently recruiting for a Project Manager - the position will support the City's Clean Water Program and Wastewater Treatment Plant (WWTP).

Look to some of the reasons why the City of San Mateo is a great place to work, https://www.youtube.com/watch?v=_GTIzeSpc_g

The Position

The Project Manager I/II plans, coordinates, and directs the implementation of capital improvement, maintenance and related projects. This includes, in consultation with assigned technical support staff, the creation of objectives, priorities, budgets, and schedules and the retention of appropriate consultant assistance to achieve high quality capital, maintenance or information technology projects in a timely, efficient, and cost-effective manner. Acts as Project Manager for building construction, renovation, or information technology projects. When assigned to the Clean Water Program, plans, organizes, and reviews the design and construction of the Public Works Wastewater Treatment Plant, sewage conveyance systems and related projects; and acts as project manager in assigned capital improvement, maintenance or renovation projects. Also provides wastewater treatment operations and maintenance support.

Project Manager I is the entry level in the project management series. Incumbents are responsible for one or more small projects in terms of dollar amount and/or technical complexity, or aspects of larger projects while learning the full scope of project management tasks. The scope and/or diversity of project objectives and the project budget are less than assigned to the Project Manager II or Senior Project Manager level. This class is alternately staffed with Project Manager II, and incumbents may advance to the higher level after gaining experience and demonstrated proficiency, which meets the qualifications of the higher-level class.

Project Manager II is the journey level in the project management series. Incumbents are fully responsible for average size projects and are expected to be knowledgeable about the normal scope of project management tasks. This class is distinguished from the Senior Project Manager in that the latter is responsible for the largest and most complex capital projects and is expected to be familiar with the most complex project management tasks.

Depending on the assignment, some duties may include, but are not limited to, the following:

- Develop, plan and coordinate the planning, feasibility, architectural and engineering activities related to capital improvement, renovation projects, or information technology projects.
- Prepare and administer agreements for professional services related to capital or information technology projects, coordinating and directing all activities between the City and outside consulting firms.
- Prepare cost estimates, project schedules, and feasibility reports for new or modified structures, or new or modified software applications systems.
- Maintain accurate and current project budgets and manage cost and quality controls. Develop, implement and monitor budgets for assigned areas.
- Utilize critical path or other methods to plan and evaluate progress on project tasks.
- Solicit and review bids and recommend contract awards. Monitor contractor performance, review and process submittals and change orders, retain construction management and inspection assistance as needed, and carry out related activities associated with project construction or system implementation/upgrade.
- Oversee the design and construction/implementation of projects, and function as project manager.

- Prepare and review project drawings; conduct pre-construction meetings and on-site inspections.
- Maintain needed records on assigned projects. Prepare and present comprehensive administrative, fiscal, statistical and technical studies, reports, evaluations, specifications and correspondence as required.
- Design and maintain spreadsheets and databases as needed on mainframe and personal computers.
- Coordinate programming, design, review, and construction/implementation activities with affected City departments and outside agencies. Assist in preparing needed agreements with other entities.
- Ensure that projects meet all applicable codes and standards.
- Prepare staff reports and presentations for the City Council, City commissions, boards, and committees, and for neighborhood meetings on capital improvement projects.
- Coordinate and schedule staff training and manage associate training documents and records.
- Utilize and manage the computerized maintenance management system for efficient and effective workflow processes.
- Maintain a comprehensive, current knowledge of applicable laws/regulations; maintain an awareness of new processes, methods, trends, and advances in the profession; read professional literature; maintain professional affiliations; attend workshops and training sessions as appropriate.

The Project Manager I/II receives general direction from a Department Head, Division Manager, Capital Projects Manager, Senior Project Manager, or Sr. Systems Analyst and may exercise technical or functional supervision over less experienced project managers, technical staff or administrative staff.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/DocumentCenter/Index/86>

Knowledge and Abilities

- You possess **knowledge** of the basic design and construction or information technology principles and methods; basic principles involved in the budgeting and scheduling of projects; basic principles involved in the selection of contractors and preparation of contracts; basic technical disciplines and processes utilized in various capital improvement projects; basic methods and techniques of project management; and spreadsheets and word processing.
- You possess the **ability** to successfully apply project management techniques to practical situations; analyze situations and problems accurately for routine projects, identify alternative solutions, project consequences of proposed actions, and implement effective course of action in accordance with general policy and pertinent codes and regulations; select contractors and prepare basic contract documents for professional services and construction or systems implementation/upgrade projects; assess plans and design concepts for simple projects; prepare drawings and specifications for construction projects; utilize most project management software and maintain needed records; communicate effectively both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of performing assigned responsibilities.

Minimum Qualifications

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

Experience:

Project Manager I

- One year of technical and/or professional work experience related to construction, facility management, information technology systems implementation or other project management tasks.

Project Manager II

- Three years of progressively responsible experience related to capital project management, facility management, construction supervision, engineering, architecture, or other building activities.

Training (both levels):

- Equivalent to a bachelor's degree from an accredited college or university with major course work in planning, public or business administration, real estate development, architecture, engineering, construction management, information technology, or a related field.

Licenses:

- Possession of a valid California Driver's License.
- Depending upon assignment, possession of State registration as a Professional Engineer.
- Depending upon assignment, possession of or ability to obtain a Grade 4 Wastewater Treatment Plant Operators license is desired.

Bonus Points (*highly desirable*)

- State registration as a Professional Engineer

What We Offer

- **Salary:** Project Manager I - \$9,849 - \$11,748/month; Project Manager II - \$10,877 - \$12,967/month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% at 55 for classic members; 2% at 62 for new members). Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS
- Participation in the Social Security Program
- City contribution of 1.5% of base salary to a 457 Deferred Compensation Plan, and 1.0% match to the Employee's voluntary contribution.
- The City contributes 0.25% of base salary to a Retiree Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation
- Credit Union Membership
- Bilingual Differential \$195 monthly (if applicable)
- For more information please refer to the [Management Association's Benefits Summary](#) effective September 2024.
- This classification is represented by the San Mateo Management Association.

Apply

Submit an online application, résumé, and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **November 24, 2025 @ 5:00 p.m.**

Examination Process

All applications, résumés (*required*) and responses to supplemental questions received will be reviewed for minimum qualifications. A fully completed application is required; a résumé does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, training and experience application review, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral panel interview is tentatively scheduled for December 1, 2025.**

An employment list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – November 10, 2025

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment.

The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.

In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO

Project Manager I/II

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. During project management, you will be required to provide regular written reports to the Director and others. Please paste a copy of an example (approximately 1 page) of a project summary report you have written.
2. Describe the process of finding and securing grant funding for a project in the public sector. Please include your personal experience(s) if applicable.
3. Please describe some key elements that need to be incorporated into the design specifications on WWTP projects.
4. The Wastewater Treatment Plant has aging infrastructure. Please describe any previous experience you have with Condition Assessment of existing infrastructure, determining priorities of needed repairs and turning these needs into construction projects. Please provide two specific examples, from your personal experience(s) if applicable.