

## **CITY OF IRWINDALE**

### **PROJECT MANAGER - MINING**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general direction, plans, organizes, and coordinates mining and reclamation activities of special mining projects for compliance with City and Developer approved contract provisions and project specifications as well as federal, state, and local regulations; administers contracts and assigned engineering and inspection functions as it relates to special mining projects; provides complex analytical and staff assistance to the department director; responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding mining projects; and performs other related duties as assigned.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, coordinates, and manages the mining and reclamation activities for City-owned mining and reclamation projects; investigates and resolves public complaints and environmental problems by working with mining operators, consultants, and contractors.
2. Prepares engineering plans, specifications, construction estimates, and engineering reports related to the project requirements of assigned special mining projects.
3. Analyzes and makes recommendations regarding changes made to the approved Reclamation Plans for special mining projects to ensure compliance with state standards and local requirements such as slope, drainage, and backfill standards, slope remediation, and revegetation.
4. Manages the day-to-day activities of the mine operators to ensure compliance with the Project Development Agreement and License Agreement.
5. Prepares and submits quarterly mining activities reports to the Public Works Director/City Engineer, including daily reports on tonnage of cubic yards produced and safety reports.
6. Coordinates independent mining and reclamation inspections with consultants, including geotechnical analyses and conducts site inspections.
7. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
8. Administers contracts related to the mining operation of special mining projects.
9. Plans, coordinates, and supervises the work of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; resolves questions and complaints.
10. Conducts site surveys and performs research and analyses on mining and reclamation issues; collects survey data to evaluate and prepare Plans, Specifications, and Estimates (PS&E) for various project improvements.
11. Monitors existing laws and regulations and proposed legislation and regulations to determine impacts upon mining and reclamation programs.

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12. Provides assistance to developers, contractors, engineering professionals, the general public, and City staff regarding mining projects.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.
14. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a municipal engineering program.  
Principles and practices of civil, geotechnical, mining and land reclamation practices.  
Surface Mining and Reclamation Act and related statutes and regulations.  
American Public Works Association Standards for engineering construction and design practices.  
Project management and record keeping practices.  
Contract administration practices.  
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.  
Principles of budget preparation and control.  
Safe driving principles and practices.  
Occupational health and safety standards.  
Principles of supervision, training and performance evaluation.  
Pertinent federal, state, and local codes, laws, and regulations relevant to civil engineering design and construction.

**Ability to:**

Manage and coordinate the work of technical and clerical staff, inspection, and contract personnel.  
Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.  
Read and interpret engineering manuals, drawings, plans, specifications, layouts, and schematics.  
Analyze and solve engineering design and construction problems.  
Administer contracts and budgetary expenditures.  
Prepare clear and concise reports.  
Operate office equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.  
Interpret, explain and enforce department policies and procedures.  
Oversee the work of assigned staff, professional consultants, and contractors.  
Respond to questions and inquiries from a variety of sources regarding engineering and development projects.  
Prepare clear and concise administrative and technical reports.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering, geo-technical engineering, or related field.

**Experience:**

Three years of increasingly responsible professional engineering experience including two years in Open Pit Mine operation and underwater mining techniques.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a valid Certificate of Registration as an Engineer-In-Training from the State of California.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions 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 these essential job functions.*

**Environment:** Standard office setting with some travel to conduct site investigations; occasional exposure to outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to verbally communicate to exchange information; ability to operate a vehicle to travel to various locations and meetings.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates