

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 01/15/14
Revised: 10/29/15, 09/07/22, 12/14/22

SIDEWALK PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, managing and overseeing the construction, inspection and repair of sidewalks in the City of Ithaca. The incumbent develops, recommends and manages work programs for designated Sidewalk Improvement Districts, monitoring and overseeing sidewalk projects from initiation to completion. In addition to aligning work programs with district assessments, the Sidewalk Program Manager pursues and manages supplementary funding sources, including grants and long-term borrowing. The work is performed under the general supervision of the Director of Engineering with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The work is performed in collaboration with contractors, consultants and public works crews engaged in sidewalk construction and repair. Supervision is exercised over the work of interns, temporary and seasonal staff, and work-study students. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops work programs for the construction, inspection and repair of sidewalks that correspond with the established program budgets of each Sidewalk Improvement District, and makes recommendations to superiors;

Solicits public input regarding proposed programs, including district priorities; provides information to public to explain work plan, project activities and answer questions;

Develops plans, specifications, construction documents and cost estimates for sidewalk construction and repair projects;

Advertises, bids and recommends awards of sidewalk construction contracts;

Manages and administers construction contracts, including preparation and review of budgets and pay requests, inspection of the work, and interpretation of contract documents;

Assigns sidewalk work to available contractors or City crews, as appropriate;

Prepares contracts for professional services, such as surveying, design, inspection and testing;

Coordinates consultant selection process, negotiates and administers consultant contracts, and evaluates consultant performance;

Develops and oversees engineering design for pedestrian facilities, ensuring compliance with Americans with Disabilities Act technical standards;

Reviews and evaluates plans and specifications for City pedestrian facilities and makes recommendations;

Inspects sidewalk construction and repair for conformance with contract provisions;

Oversees testing of materials and ensures materials meet designated standards;

Interprets contract specifications and construction standards and resolves differences in interpretation with contractor;

Reviews and recommends change orders;

Consults with contractors, municipal officials and other involved parties to coordinate changes in projects;

Coordinates project activities with the public, City officials, state and federal officials, other City departments, consultants, contractors and suppliers;

Oversees the allocation of sidewalk construction and repair expenses to sidewalk district budgets;

Coordinates project close-outs and budget reconciliations;

Develops long-term financial plan for sidewalk program;

Develops and manages revenue sources, including assessments and grants;

Makes technical recommendations regarding pedestrian accessibility;

Creates and maintains a variety of records and reports;

Typical Work Activities - continued

Maintains updated maps and inventories of all City sidewalks;
Evaluates sidewalk program effectiveness and recommends changes to superiors;
Conducts surveys for topographic data, property lines, street improvements, etc.;
Collects field data on traffic and pedestrian volumes, movements and demand; analyzes and interprets field study data and accident and inspection records;
Participates in long-term, large scale pedestrian facility planning efforts in cooperation with other professional staff, Municipal Planning Organization and municipal boards;
Serves as liaison with other departments, City officials, businesses and residents regarding sidewalk program;
Supervises interns, temporary and seasonal staff, and work-study students.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the goals, objectives, provisions and procedures of the City of Ithaca's Sidewalk Program; good knowledge of the principles, practices and techniques of effective project management; good knowledge of the materials, equipment, tools and terminology used in the construction and repair of sidewalks; good knowledge of design and specification writing, computer-aided design, inspections and surveying practices; good knowledge of the techniques used to gather data for statistical and analyses and reports; working knowledge of municipal budgetary practices and procedures; ability to successfully plan, coordinate and manage multiple projects simultaneously; ability to prepare project estimates; ability to analyze factual data and prepare graphs, diagrams, and reports effectively; ability to understand, interpret and analyze complex oral and detailed written material and quantitative data; ability to prepare narrative, statistical and tabular reports; ability to communicate ideas and deal effectively with community groups and others; ability to establish and maintain effective working relationships; ability to operate a personal computer and utilize computer aided design software and common office software programs including word processing, spreadsheets and databases; ability to lead the work of others on projects by providing guidance and oversight of their activities as well as assigning and reviewing their work; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's degree in engineering, planning, architecture, landscape architecture, environmental studies, public administration, public policy, urban design, or a related field with similar course curriculum, and one (1) year of full-time paid project management experience, or its part-time paid equivalent.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.