



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: PROJECT MANAGER PUBLIC WORKS

GENERAL STATEMENT OF JOB

Under limited supervision, the Project Manager is responsible for assisting the County Engineer in providing professional and administrative work in overseeing the planning, design and construction of capital and maintenance projects in the county. Responsible for other project work assignments as required. Expected to be able to work multiple projects at the same time. Work is performed under the general supervision of the County Engineer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains communication with other departments and County Engineer to exchange information relating to planning, designing and construction of county projects.

Assists the County Engineer with planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Reviews project plans and specifications; maintains engineering drawings, maps, graphics, files and records. Provides project management and construction contract administration, assisting with project design and selection of consultants and engineers.

Reviews engineering drawings, specifications, technical studies and reports, cost estimates, and other technical needs for capital projects.

Identifies project risks and potential impacts to schedule and budget, as well as actions to mitigate.

Oversees adherence to contract and / or PO.

Provides monthly budget and schedule updates.

~~Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.~~

Commented [RG1]: Starting July 1, we will have an Engineering Dept. I'm assuming we should leave this position and County Engineer under Public Works until that date?

Commented [MF2R1]: I would say, if we post prior to July 1, then it would still be under Public Works...

Commented [MP3]: I want to make sure this person has the responsibility to manage certain projects on their own with little oversight from me. Does this cover that? Does there also need to be a line about "minimal oversight"?

Commented [MF4R3]: I added "Under limited supervision" to the opening... thoughts on that?

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~~Assist with the planning, development, and administration of internal policies and procedures as they relate to the County's stormwater, water and wastewater systems.~~

~~Assist with preparation of~~ Prepares scope of ~~work services and Request for Proposals (RFP)~~ for various professional services required for County projects.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

~~Review and approve subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.~~

ADDITIONAL JOB FUNCTIONS

Provides cordial, responsive and accurate customer service in both written and/or verbal formats.

Maintain collaborative working relationships with those contacted in the course of work activities.

~~Have the ability to read, analyze, and interpret governmental regulations and procedures.~~
Have the ability to prepare reports and business correspondence.

Have the ability to effectively present information and respond to questions from ~~individual or groups of clients~~ consultants, contractors, county staff and the general public.

Have the ability to review and interpret construction drawings and specifications.

~~Perform and interpret various hydraulic and stormwater computer software packages.~~

~~Have the ability to use computer aided design and drafting programs.~~

Perform office administrative duties as assigned.

Commented [RG5]: I'll defer on this one

MINIMUM TRAINING AND REQUIREMENTS

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent at minimum to an associate degree in construction management, project management or engineering technology, Bachelor's degree preferred, and three years experience in municipal ~~utilities~~ construction and/or project management.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the theory, principals and practices of construction management as applied to the development, construction, and maintenance of public works ~~and public utilities~~ projects;

thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects ~~and prepare cost estimates and specifications;~~ ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina Drivers License.

WORKING CONDITIONS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

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