

# **PROJECT MANAGER**

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – E201

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position performs a variety of engineering related duties involved with construction and development within the City. The Project Manager prepares and maintains records, and prepares plans and contract documents for projects.

## **SUPERVISION RECEIVED**

This position works under the general supervision of the Engineering Services Manager.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on departmental policies and practices.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Reviews construction plans for completeness and compliance to City standards and submits to City Engineer for approval following corrections.
2. Prepares plans and contract documents for City public works projects, such as streets and sewers. Takes and records field measurements, prepares preliminary designs, calculates quantities, and inspects work performed by contractor for compliance to plans and specifications. Maintains appropriate progress records.
3. Performs or reviews compaction tests of trench backfill, sub grade and base rock. Witnesses various testings of sewer lines, manholes, pipes, and internal television inspection of pipes.
4. Reviews and routes proposed utility permits for work to be performed by others within City right-of-ways. Locates and marks sewers within City right-of-ways.
5. Implements and administers the City's private Sewer Lateral Replacement Program.
6. Serves as liaison for Department with other City departments, divisions, outside agencies and intergovernmental committees as assigned.
7. Transfers "as-built" record drawings to AutoCad base maps.
8. Follows all safety rules and procedures established for work areas.

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## OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge

- Thorough knowledge of civil engineering principles and methods;
- Thorough knowledge of surveying principles and techniques;
- Thorough knowledge of construction testing and inspection;
- Thorough knowledge of professional standards, and local, State and federal requirements affecting development; and
- Thorough knowledge of soils, and operation of related equipment.

### Skills

- Skill in operating a variety of computer software programs including CAD software, asset management software, and permitting software;
- Skill in preparing documentation and writing clear and concise reports;
- Skill in interpreting and reviewing engineering plans and specifications;
- Skill in gathering and correlating data from a variety of sources;
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

### Abilities

- Ability to communicate effectively with the public, members of outside agencies, and employees;
- Ability to resolve conflicts; and
- Ability to apply a variety of federal, State and local regulations.

## EDUCATION AND EXPERIENCE

Equivalent to high school plus broad specialized training equal to two years of college in engineering technology or closely related field and over five years of related engineering experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

## DESIRABLE EXPERIENCE, TRAINING, CERTIFICATIONS

Registration as an Engineer-In-Training.

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## PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, and reach and manipulate objects, tools, or controls. The position requires mobility, including over varying terrains. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 85 pounds while performing certain field activities. Manual dexterity and coordination are required over 50% of the work period while operating motorized vehicle, standard office equipment and various surveying instruments. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.

## WORKING CONDITIONS

Approximately 50% of the total work period is spent in outdoor environments with exposure to all weather conditions. However, most outdoor activities take place during spring, summer and fall seasons.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94  
Revised: 11/00  
Revised: 05/01  
Revised: 11/06  
Revised: 09/14