

# Park County

## Job Description



<b>Title:</b> Project Manager	<b>Code:</b>
<b>Division:</b> Administration	<b>Effective Date:</b> 11/17/2017
<b>Department:</b> Public Works	<b>Last Revised:</b> 6/1/2010

**GRADE 20**

### **GENERAL PURPOSE**

As **Project Manager**, employee will perform administrative and technical functions related to program and project management for a variety of civil engineering activities on behalf the Park County Public Works Department. These functions will include project planning, administration, site investigations, field surveys, field testing, technical analysis, regulatory compliance monitoring, cost estimation, and construction quality assurance (CQA) as directed by the County Engineer.

### **SUPERVISION RECEIVED**

**Project Manager** will work under the direct supervision of the County Engineer.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL FUNCTIONS**

The Project Manager can be expected to be responsible for the following functions as part of regular duties for the Park County Public Works Department.

- **Project Planning**- **Project Manager** will assist the County Engineer in all phases of project planning including but not limited to project scope development, cost estimation, and scheduling projections.
- **Systems Planning**- **Project Manager** will assist the County Engineer in the long range planning of the County road and bridge system. This will include continued development and planning for pavement management, major road rehabilitation, bridge replacement, equipment fleet management, and operations efficiency studies. Related studies may include pavement analyses, traffic studies, trend analyses, and cost vs. benefit evaluations.
- **Project Budget/Schedule Tracking**- **Project Manager** will track project expenditures and progress in relation to established budgets and schedules and will provide regular reports to the County Engineer.
- **Construction Bid and Contract Administration**- **Project Manager** will prepare and administer contract documents, technical specifications, change orders, bid tabulations, cost estimates, and other work involved in contractual construction work, under the direction and supervision of the County Engineer.

- Project Coordination- **Project Manager** will coordinate with various stakeholders regarding review and acceptance of *Requests for Information (RFI)*, submittals, shop drawings, cost estimates, and supplemental information. These responsibilities will include coordination with Park County Road & Bridge Department personnel regarding the construction and maintenance of various county infrastructure (ie, roads, bridges, culverts, etc.).
- Construction Quality Assurance- **Project Manager** will oversee construction of various infrastructure construction projects for the Public Works Department as well as other departments as needed and as directed by the County Engineer. In this capacity, he/she will evaluate construction methods, practices, and completed work for compliance with County standards and/or approved construction plans/specifications. **Project Manager** will maintain all project records and will provide regular reports to the County Engineer.
- Regulatory Compliance- **Project Manager** will assist County Engineer as needed in monitoring, compiling, and reporting various regulatory compliance related information applicable to certain permits maintained by the Park County Public Works Department. These permits include but are not limited to mining, air, solid waste, wetlands, and water haul permits. **Project Manager** will coordinate and communicate with various regulatory authorities regarding permit compliance. These regulatory agencies include but are not limited to the BLM, Bureau of Reclamation, Wyoming Department of Environmental Quality, Corps of Engineers, and Wyoming State Engineer's Office.
- Construction Plan Preparation- **Project Manager** will work under the direct supervision of the County Engineer in preparing construction plans, civil engineering drawings, and plats for specific projects. This could involve development of preliminary topographic and construction layout surveys as well as utilization of Civil 3D/AutoCAD to prepare detailed design and construction plans. Field surveys may require use of total stations, automatic levels, and/or GPS equipment to map project areas or to stake-out various elements of the planned construction.
- Property Subdivisions, Public Easements, & Right-of-Ways- **Project Manager** may be directed to conduct road right-of-way, easement, and/or land ownership research in support of Public Works Department projects and/or public/private developments as administered through the Park County Planning and Zoning Department. In this capacity, the Project Manager may be called upon to review subdivision plats and site development plans for accuracy and consistency. These responsibilities may also include assistance with land owner negotiations in support of road construction and infrastructure projects initiated by the Public Works Department.
- Other- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS:**

### **1. Education and Experience:**

Successful applicants must have graduated from an accredited college or university with a bachelor's of science degree in civil engineering, environmental science, business administration, construction management, engineering science or related field;

AND

Must demonstrate a minimum of four (4) years of progressively responsible construction related experience involving large earthworks, drainage, landfills, dams, roads, sewer systems, waterworks, and/or other public infrastructure;

OR

An equivalent combination of education and experience.

### **2. Knowledge, Skills and Abilities:**

- A. Successful applicants must be able to develop a working knowledge of general civil engineering/land development principles and policies, procedures, regulations, and standards related to county infrastructure.
- B. Successful applicants must have experience with heavy civil construction with particular emphasis on earthwork and drainage related projects. Applicant must be able to develop, read, and interpret contract documents, specifications, construction plans, change orders, bid tabulations, cost estimates, and other work involved in capital construction projects.
- C. Successful applicants shall be well versed in a variety of computer software applications including but not limited to Microsoft Office (Outlook, Excel, Publisher, Word, & Access). Experience using other programs such as ArcGIS, Civil 3D, AutoCAD, MapInfo, PubWorks, Carlson, Microsoft Project, and Adobe Acrobat are considered positive attributes.
- D. Successful applicants shall have experience conducting field surveys of all types using a variety of mapping equipment including but not limited to GIS/GPS mapping instruments, survey levels, theodolites, and total stations.
- E. Successful applicants shall have the communications and interpersonal skills to manage and supervise multiple simultaneous projects and personnel. He/she must be able to establish and maintain cooperative working relationships with co-workers, other department personnel, contractors, consultants and the public. Excellent oral and written communication skills are essential to the position.

**3. Special Qualifications:**

Successful applicants must possess a valid driver's license and shall have a clean driving record. Applicant must be willing and able to work extended hours including day, night, weekend, or holiday call-out when deemed necessary as determined by the County Engineer.

**4. Work Environment:**

Tasks require a variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting and reaching. Job duties may require periodic exposure to extreme weather conditions, dust, fumes, etc. Communicating, hearing and seeing including color vision is required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity are required in the performance of essential functions. Mental and emotional capacity and stability are considered essential for interpreting information/details, understanding verbal instructions, critical thinking, and creative problem solving.

Frequent travel in a county provided automobile or equipment is required as part of daily work activities.

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*Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.*

I \_\_\_\_\_ have reviewed the above job description.  
(Applicant/Employee)

Date: \_\_\_\_\_