

CLASS TITLE: Project Manager

DEFINITION:

Responsible for planning and implementation of municipal projects, including quality of work, scheduling, budgeting, grant and loan administration, contract administration, tracking, meeting minutes, permitting, public relations, trouble shooting, and solving problems. Organizes and coordinates with support staff and resources to complete work as directed by the Planning Director within the agreed upon timeframe. In the absence of the Planning Director, works under the direction of the Town Administrator.

The position is determined to be “exempt” from the overtime provisions of the Fair Labor Standards Act in accordance with Part 541.3, “Professional Employee”, Title 29, Code of Federal Regulations.

EXAMPLES OF WORK: (Examples are illustrative only.)

Responsible for managing work of specific projects, grant and loan applications and public funding management, completing projects with resources originally established at the start of the project, monitoring and controlling project budgets to complete the project on time and on budget.

Reviews development plans, proposals, and cost estimates. Enforces town standards. Assists with developing infrastructure improvement projects. Coordinates with consulting engineers/architects.

Serves as a point of contact for contractors and citizens seeking assistance on various projects. Performs fieldwork and inspections necessary to monitor, manage and administer project contracts and ensure that service and contract work is satisfactorily performed in accordance with specifications and plans.

Responds to disputes arising from project-related activities and to requests from other agencies and departments. Ensures project deliverables are completed and deadlines are met. Keeps Planning Director informed regarding progress of the project deliverables.

Attends Council meetings as required, reports on various projects, makes recommendations as requested. Participates in relevant training & meetings.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general engineering and construction theory, principles, and practices. Ability to understand the performance of electrical, plumbing, architectural and structural repairs. Proficiency in reading, reviewing and interpreting engineering and construction plans, site plans, designs, details, drawings, schedules, cost estimates, operating manuals,

technical specifications and reports and proposals associated with contract administration for design, construction, repair, and maintenance of facilities, building systems and related equipment. Sufficient knowledge of major building, electrical and plumbing codes for effective application to job responsibilities as required. Ability to plan, direct, inspect and review the work and performance of contracts for maintenance and/or capital improvements. Ability to represent the Town activities and to establish and maintain effective working relationships with associates, contractors, government officials and the public. Effective oral and written communication with the public, funding agencies, and Town staff. Working knowledge of GIS applications and all MS computer programs.

ESSENTIAL FUNCTIONS:

Must be able to read normal typewriter size print, (corrective vision instruments are acceptable); correctly name and distinguish colors; see objects off to the side when looking straight ahead; see well at night or in dim light; see low contrast or “camouflaged” objects; hear the normally spoken word at six feet (hearing aids are acceptable); discern different odors; speak to communicate with taxpayers and fellow employees; stand for periods in excess of one hour; walk one mile without break; climb stairs, ladders, and scaffolds; kneel for a few minutes; determine by touch if an item is hot, cold or slippery; grasp an item; solve moderately difficult problems; work out doors during inclement weather.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

B.S. degree in civil engineering or equivalent education with 5 years’ experience required.

-OR-

10+ years’ experience in civil engineering project management as described in the Required Knowledge, Skills, and Abilities section.

REQUIRED LICENSES AND/OR CERTIFICATES:

Valid Maryland Class “C” motor vehicle operator’s license (or equivalent if from another state).

P.E. or R.A. License preferred or equivalent experience and ability to sit for P.E. or A.I.A. exam.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Certified by the State of Maryland to perform inspections in compliance with the International Building Code.

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