

# Project Manager/Engineer

## Public Works Department

### General Position Summary

This position reports directly to the Public Works Director. Under general direction, the *Public Works Project Manager/Engineer* provides technical support and project content for the preparation of contract administration and procurement documentation required for public project bidding. This position will also provide the same technical content for grant and or loan applications the city may pursue for potential project funding. The Public Works Project Manager/Engineer is responsible for managing complex capital projects, managing the project budget, and providing regular project status updates to city leadership, state and federal agencies as required. This position will have the authority to make recommendations regarding the project scope.

### Job Duties

1. Provide technical support and project content to the public works administrative assistant for the preparation of all contract documents necessary for the public bidding process of capital projects.
2. Provide project management for all capital projects, including the development of project schedules and regular project updates to city leadership and associated funding agencies.
3. Manage each project to ensure a successful project completion within the allotted project timeframe and budget.
4. Perform a cross functional line of communication with internal as well as external agencies associated with each capital project. This *may include* the city attorney, state funding agencies, internal peer city departments, committees, commissions, Council, vendors, consultants, contractors, other north coast or state municipalities and agencies such as ODOT, OR Parks and Rec, Business Oregon, and FEMA.
5. May act as the City's representative and/or liaison with various federal, state, and local public agencies and with business, professional and community organizations.
6. Exercise professional judgement, make sound decisions associated with project complexities to ensure a successful project outcome.
7. Work independently and prioritize work requests efficiently, to manage multiple projects, accommodate changing priorities and meet deadlines.
8. Manage confidentiality levels between agencies as appropriate when working through project details.

### Other Duties

Attend public works staff meetings, specialized training, and conferences. Provide other analysis and support as needed, or other duties as assigned.

## **Qualifications Required and Desired**

**Required** qualifications include High School Diploma or G.E.D., and college level course work in business administration, and or public administration. Proven work history in a city municipality performing engineering and or contract administration type work. Proven work experience in a Public Works role dealing with Water, Wastewater, and Road's responsibilities or similar industry infrastructure. Demonstrated history of managing projects, the ability to make sound decisions and work independently with limited or general oversight. Experience with budget management associated with large complex capital projects. Proven track record of strong communications skills.

**Desired** qualifications include ten or more years working with contract administration, procurement, and the public bidding process. Knowledge of the common GIS mapping software system. Project Management PMP/PMI certification, an engineering degree (PE), or equivalent work experience in those two fields. Work experience in high profile, complex projects that are sensitive in nature. High level of understanding of the confidentiality associated with complex projects. Proven problem-solving skills. Experience with grant writing.

## **Technical Skills & Abilities**

1. Extensive knowledge with the basic suit of Windows and MS Office software including excel, word, power point, and Outlook. Several project management and budget tracking software platforms, and basic understanding of the GIS system.
2. Knowledge of public contracting rules and procedures, purchasing methods, and the City's regulations governing purchasing activities.
3. Ability to complete, maintain, reconcile project records within the City's software and within other accounting applications such as excel or other asset management programs.
4. Work independently and prioritize work requests efficiently, to manage multiple projects, accommodate changing priorities and meet deadlines.

## **Personal Qualities**

- Can do attitude
- Ability to work independently or within a team
- Thrives in a busy, fast-paced environment with a myriad of changing priorities.
- Strong written and oral communication skills
- Great problem-solving skills
- Responsible and trustworthy
- 2 business and 2 personal references required