



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Project Manager	DEPARTMENT: Engineering
IMMEDIATE SUPERVISOR: City Engineer	GRADE/RANK: Grade 17
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs professional work involved with the design, drafting, review, construction, inspection and management of a variety of public and private infrastructure projects with a concentration on project administration of public improvements. The employee exercises independent judgement in completing assigned tasks.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assists in the technical coordination of design criteria, analysis, specifications, plans, investigations, cost estimates, tabulations of contract bids, contract payments and related matters;
- Performs deed and documentation research on surveys and plats.;
- Investigates issues regarding right-of-ways and easements;
- Oversees the inspection of projects for conformity with approved plans and specifications;
- Reviews development plans for private development to ensure compliance with City and State standards;
- Assists public and reply to inquiries on engineering information;
- Maintains files for plans, easements, surveys, right-of-ways, and other various documents, both digital and hardcopy;
- Maintains project files for City Infrastructure improvements, both digital and hard copy;

- Administers City construction projects including file maintenance, daily logs, cost tracking and approval and coordination with all third parties. Performs related tasks as required;
- Maintains City CAD/GIS mapping system drawings and databases and;
- Performs other duties as assigned by the City Engineer.

DISTINGUISHING FEATURES OF THE POSITION:

Possession of a valid driver's license with a good driving record. Occasional night and weekend work. May work in adverse weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of engineering, land use planning, engineering mathematics, CAD/GIS/mapping software (proficiency in Autodesk Civil 3D is strongly preferred), and related areas; ability to plan projects and review related designs, assist with preparation of cost estimates and specifications; ability to make comprehensive recommendations on project design problems and planning; ability to work with developers/contractors to ensure compliance with regulations; ability to use independent judgement and work with little direct supervision as situations warrant; ability to establish and maintain effective working relationships with employees, contractors, state officials and the general public; ability to create and maintain electronic databases; ability to communicate complete ideas effectively, orally and in writing and; ability to analyze and interpret complex information and develop detailed reports.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Degree from an accredited college or university with some experience in engineering field, or 5 years of progressive experience in similar roles in the drafting/design, construction, inspection, and/or management of public and private infrastructure projects.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is a mix of generally light office and field work. On-site work requires the exertion of up to 50 pounds of force occasionally to lift and move objects. Work requires standing, walking and driving. Field work requires the ability to walk rough terrain associated with site construction operations. Work requires occasional work in tight confines such as ditches, manholes, and vaults. Vocal communication skills are required for exchanging information. Hearing is required to perceive information at normal spoken word levels. The position is occasionally subject to adverse weather conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

In general, supervision and direction are exercised over subordinate technical and clerical personnel including evaluative input. As program manager, supervision and direction is exercised over subordinate personnel concerning public and private infrastructure projects.

EXAMPLES OF EXPECTED DECISION MAKING:

- Works with City Engineer to resolve design and construction issues;
- Works with City Engineer to resolve field conflicts;
- Provides technical assistance to parties planning land improvements and construction activities;
- Prepares contract documents and;
- Evaluates relevant City code sections as needed.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Project Manager will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works, City Engineer, and Chief Human Resources Officer
Revised Date: January 2021