

**Project Manager/Inspector**  
**Department of Facilities & Environmental Services**

Full-Time, 12 months

Non-Exempt, Pay Grade 17

VRS-Eligible, Benefits-Eligible

**Join the Albemarle County Team:**

[Albemarle County](#) is one of the most desirable locations in Virginia and the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historical, and recreational amenities in a beautiful setting.

It's our mission to enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

We deliver this in a [diverse locality](#), with rural, suburban and urban characteristics. The **Albemarle County Core Values** are the foundation for all we do.

- **Integrity:** We value our customers and co-workers by always providing [honest and fair treatment](#).
- **Innovation:** We embrace creativity and positive change. Learn about this from the People of Albemarle. Have you heard about our partnership for an [autonomous shuttle](#) in Crozet
- **Stewardship:** We honor our role as stewards of the public trust by managing our [natural](#), [human](#) and [financial](#) resources respectfully and responsibly.
- **Learning:** We encourage and support lifelong learning and personal and professional growth. We support our team through internal and external training opportunity. Check out our *free* in-house training opportunities.
- **Community:** We expect diversity, equity and inclusion to be integrated into how we live our mission. See how we're living out this value in the Office of Equity and Inclusion [2020 Annual Report](#).

We take care of our team, offering employees [BE WELL Albemarle](#) support to provide opportunities to understand and follow an active lifestyle that promotes a culture of good health and wellness.

We take care of the [environment](#), with a department dedicated to programs supporting Pollution Prevention (P2), Energy Conservation and other environmental initiatives.

**The Project Manager/Inspector**

The Albemarle County Department of **Facilities & Environmental Services** is actively recruiting a **Project Manager/Inspector** to join our team. The successful **Project Manager/Inspector** performs complex skilled and technical work in support of Feasibility, Programming, Design, Construction & Close-Out phases as they relate to the engineering, planning and construction of County-wide projects; projects will be of a commercial or institutional nature and varied in scope and size. Specific project types may include, but are

not necessarily limited to: schools, commercial spaces, public infrastructure, courts, libraries, etc.

## **The Expectations**

Essential functions and responsibilities of **Project Manager/Inspector** include, but are not limited to, the following:

### ESSENTIAL FUNCTIONS:

- Performs project management responsibilities for Small Capital projects;
- Manages the day-to-day operational and tactical aspects of multiple projects in varying phases of the project development lifecycle;
- Oversees project inspectors and/or administrators to ensure project administration requirements are timely and in accordance with established policies and procedures;
- Reviews deliverables for projects and ensures that deliverables are staffed and reviewed by project stakeholders, as required;
- Minimizes County exposure and risk by proactively managing projects and using knowledge of construction practices, policies and procedures and contract law to appropriately shift and/or reduce identified risks;
- Coordinates construction documents review and approval through County review processes to ensure timely design and overall project schedule success;
- Coordinates the acquisition of easements and right-of-ways as required;
- Schedules, supervises and recommends action on value engineering studies, peer and constructability reviews, LEED scope develop, third-party estimates, etc.;
- Manages financial data for multiple projects using Excel spreadsheets and/or project management software;
- Reviews and approves appropriate percentages of completion for both design and construction in order to determine project payments;
- Records invoices, change orders, potential change orders and other specified and potential project budget impacts in order to provide real-time project budgeting and reconciles records with Finance to ensure projects are completed within budget;
- Develops and refines budgets from authorizing documents with minimal top-level breakdown while relying on available departmental resources and significant construction-industry experience;
- Analyzes, reviews and prepares Change Orders for assigned projects;
- Serves as the project team leader and facilitator for project meetings;
- Ensures that meeting minutes are maintained throughout the project lifecycle to provide continuity and historical documentation;
- Proactively confronts and resolves project issues openly, equitably and quickly to prevent derailment and negative project impacts;
- Timely and effectively communicates relevant project information to superiors and project stakeholders, as appropriate; Tactfully communicates sensitive information in

a timely manner to prevent harmful repercussions and embarrassment to project stakeholders or the County;

- Serves as the project spokesperson on behalf of the County when assigned projects are presented to the Board of Supervisors, the School Board, the Architectural Review board and other agencies, as required;
- Drafts Executive Board Reports for assigned projects requiring Board of Supervisors or School Board decisions;
- Provides input into the evaluation and design of projects as required to ensure projects remain within scope and meet the County's best long-term interests;
- Builds expert knowledge in the construction industry and conveys knowledge to others;
  
- Handles difficult personnel and team situations directly, using appropriate leadership techniques;
- Evokes creative solutions and innovative thinking from project team members in an effort to solve project hurdles through all phases of project development;
- Helps to determine new, creative ways to employ teams on projects and distribute responsibilities;
- Works collaboratively with other County departments and subject-matter-experts, local jurisdictions and utilities organizations in an effort to proactively navigate regulatory and statutory requirements that could negatively impact project budgets and schedules;
- Grows long-term relationships with project stakeholders to ensure that future County relationships are positively impacted;
  
- Proactively leads project stakeholders such as the design team and contractor through internal and external bureaucratic requirements to ensure timely project completions;
- Manages day-to-day project team interaction and expectations for multiple and/or large-scale projects;
- Possesses a knowledge base of each project stakeholder's business, organization and objectives as they relate to assigned projects;
- Performs related duties as required.

Performs related tasks as required.

## **THE QUALIFICATIONS**

### ***Education and Experience***

Any combination of education and experience equivalent to a four year degree in architecture, engineering, construction management or related field experience of at least 5 years participating in building design and/or construction to include construction management. SPECIAL REQUIREMENTS: Physical ability to carry (25 lbs.) field equipment, traverse difficult terrain, and maneuver within heavy construction zones. Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia. SPECIAL REQUIREMENTS: Physical ability to carry (25 lbs.) field equipment, traverse difficult terrain, and maneuver within heavy construction zones. Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia.

### ***Knowledge, Skills and Abilities***

Thorough knowledge of terminology, practices and techniques of general design and construction; general knowledge of road, drainage, and grading design, and construction practices; general knowledge of math and surveying methods related to road and drainage design; some knowledge of soils mapping, types, and engineering properties as related to road, drainage and erosion control project; general knowledge of computer hardware and software; ability to establish and maintain effective working relationships with County officials and the general public. Must have the ability and experience to work independently and establish priorities with minimal guidance. Excellent communication skills to interface effectively with staff, consultants, contractors and public. Excellent writing skills appropriate for correspondence, reports, action plans and responses to various County sources, outside agencies and the public.

### **THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS**

Tasks involve frequent vehicle operation, extensive walking on construction sites over difficult terrain and steep slopes, and strenuous activities such as climbing over and around structures in various stages of construction. This occasionally involves lifting and carrying moderate weight (15-20 lbs.) objects and is required during adverse weather conditions. At all times, this requires consistent alertness to avoid potentially hazardous situations. Regular contact with the public, staff, construction personnel, county officials, and design professionals while using judgment, tact, and consistent interpretation skills.

### **THE SALARY RANGE**

The hiring range for this position is \$53,900 - \$88,000 annual salary. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

**DEADLINE FOR APPLICATIONS:** Position open until filled.

**PROCESS:** For consideration please apply at <https://albemarleva.tedk12.com/hire/index.aspx>

### **EOE/EEO**

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.

*This position is subject to Emergency Management Order 21-3 and its amendments to protect our community against COVID-19. All employees, including new hires, are required to be vaccinated against COVID-19 OR to be tested for COVID-19 once per week if not vaccinated.*