



**The City of Covington is accepting applications for the following position:**

## **Operations and Senior Project Manager**

### **General Description**

The Operations and Senior Project Manager is a key member of the City Manager's Executive Leadership Team with responsibility for project management, planning, directing, and supervising the day-to-day operations of the Public Works Department through subordinate staff. This position is appointed by and serves under the direction of the City Manager and requires frequent interaction with other department directors. The Operations and Senior Project Manager is responsible for project management, planning, budgeting, organizing, staffing and directing activities with emphasis on: Project Management, Public Works Administration, Streets & Bridges, Utility Plant Operations (Water and Wastewater), Solid Waste Operations, and collaborates with the City Manager, and other departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services. The Operations and Senior Project Manager will ensure that all project requirements and expectations are planned, executed and finalized according to strict deadlines and within budget. This includes all aspects of ongoing team communication and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Operations and Project Manager will work to develop and maintain detailed schedule, budget and resource allocation plans. The Operations and Senior Project Manager will also manage the creation and delivery of all project deliverables, and coordinate overall team convergence, all while keeping the overall vision for the project in clear view. The Operations and Senior Project Manager will also define the project's objectives and oversee quality control throughout its life cycle.

### **Requirements/Preferences**

Bachelor's degree from an accredited college or university with major coursework in public administration, business, engineering, or a related field or the combination of education and experience to demonstrate success in the position.

3-5 years direct work experience in a project management capacity, including all aspects of process development and execution.

Strong familiarity with project management software.  
Demonstrated experience in personnel management.  
Technically competent with various software programs, such as Microsoft Office products (Word, Excel, PowerPoint).  
Valid Virginia driver's license with good driving record.

### **Salary and Benefits**

Minimum starting salary is \$90,000 annually dependent upon qualifications. The City offers a generous benefits package including health insurance, life insurance, VRS retirement, paid leave and holidays. Applicant must be able to provide satisfactory references and pass a background check.

### **Application Process**

Interested applicants are requested to provide a resume and complete a City employment application which can be found at [www.covington.va.us](http://www.covington.va.us) under "City Government" and then "Employment" or by calling 540-965-6310. A full job description can be found online as well as with the application. Applications are to be sent via email to [jobapp@covington.va.us](mailto:jobapp@covington.va.us) or mailed to City of Covington, Human Resources-Operations and Senior Project Manager, 333 W. Locust Street Covington, VA 24426. First review will begin on September 1, 2022 and position remain open until filled.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.