



Fluvanna County, Virginia
Department of Public Works
Job Description

Project Manager- Temporary (PT)

Job Class #:	3670
Pay Grade:	17
Category:	Temporary, not eligible for benefits
FLSA Status:	Non-exempt
Reports To:	Director of Public Works

SUMMARY

Provides planning, project management, contract administration, and inspection of utility projects, as well as other County construction and remodeling and rehabilitation projects. Works under the general supervision of the Director of Public Works.

ESSENTIAL FUNCTIONS

- Plans, directs and coordinates activities of assigned areas of responsibility.
- Responsible for all phases of assigned projects from inception through project closeout as assigned, including planning, budgeting, procurement/project delivery, permitting, construction, contract administration, and final acceptance.
- Coordinates activities with local jurisdictions, state and federal agencies, private businesses, contractors, consultants and others involved with projects.
- Assists the Purchasing Officer with Requests for Proposal for professional services and coordinates with architectural/engineering consultants in the preparation of studies, reports, designs, plans, specifications, cost estimates, easements, and plats.
- Assists the Purchasing Officer with Invitations for Bid, Project Manuals, Technical Specifications, and construction contract documents, and manages the procurement of construction services for assigned projects.
- Conducts field inspections as necessary.
- Prepares short-term and long-term plans for utility improvements and other assigned areas to include financial analysis and project review.
- Assists with formulating and administering policies, procedures, standards, plans, and programs for assigned projects.
- Reviews plans and specifications for various projects.
- Assists customers and staff with questions relating to water and sewer projects, facilities, infrastructure, and services.
- Prepares project status reports for presentation and action by the Board of Supervisors.
- Participates in various work teams.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Terminology, practices, and techniques of general design and construction projects.
- Equipment, materials, methods and procedures, safety standards, and specifications used in water and

sewer related activities.

- Land and engineering survey systems methods and techniques.
- Water and/or sewer modeling, CAD, and GIS.
- Virginia Public Procurement Act.

Ability to:

- Develop, review and recommend processes and procedures for assigned area; identify and discuss impact on assigned area, the division, and the entire organization.
- Think logically and analyze data.
- Effectively present information to management, public groups, and/or other County employees.
- Establish and maintain effective working relationships with co-workers, other departments and agencies, and the general public.
- Work with minimal supervision and resolve conflict.
- Analyze and solve difficult technical and administrative problems.
- Define problems, collect data, establish facts and draw valid conclusions.
- Read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals.
- Utilize prior experience and knowledge to carry out instructions furnished in writing, oral, or diagram form.
- Write reports, correspondences and procedure manuals in a clear concise manner.
- Work independently or in a team environment.
- Maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, and collaboration.

Skills in:

- Operating computers and software associated with job responsibilities, including typical computer software applications including; asset management, work order system(s), and financial systems, Microsoft Office (Word, Excel, Access, etc.), and Adobe Acrobat.
- Interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.
- Establishing project timelines, setting milestones, and managing multiple projects.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum Requirements:

- Bachelor's degree from an accredited college or university with a major in civil engineering, project management, or related field
- Five (5) or more years of related experience in professional civil engineering work or public waterworks project management; an equivalent combination of education and experience may be considered.
- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Preferred:

- Graduate study in the areas of water resources, hydraulics, sanitary engineering, or other related field.
- Project Management Professional (PMP) certification

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force to frequently move objects; work requires kneeling, crouching, reaching, standing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal decibel levels of spoken word; visual acuity is required for preparing

and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

POST OFFER REQUIREMENTS

- Criminal background check and driving record check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	6/26/2019	6/26/2019	