

City of Vicksburg Job Description

Job Title: Project Manager
Department: Public Works
Reports To: Public Works Director
FLSA Status: Hourly
Prepared By: Kimberly Nailor
Prepared Date:

Summary

The Project Manager is directly responsible for managing multiple projects from concept to construction. The Manager will coordinate with multiple teams to ensure timelines are met and the City's expectations are fulfilled.

Essentials Duties and Responsibilities include the following.

- Develop scope of services and fee estimates for professional services related to City projects as well as prepare proposal letters.
- Provide and review detailed design and calculations for various civil projects including municipal, water, gas, sanitary sewer, stormwater, road, and infrastructure upgrades.
- Prepare and review contract documents suitable for bidding.
- Prepare and review permit applications and pursue approval.
- Monitor the quality and progress of construction projects.
- Ensure that schedules, budgets, and quality controls standards are achieved and maintained.
- Attend Board meetings as needed.
- Prepare Engineer's Opinion of Costs for City's budgets.
- Ensure that City is compliant with federal and state laws, regulations, and guidelines.
- Responsible for successful completion of City's engineering projects including preparation, planning, scheduling, conducting, and coordinating of all technical activities for assigned project.
- Responsible for the preparation of engineering project proposals.
- Plans, schedules, conducts and coordinates assigned engineering work, monitors work for compliance with applicable codes, accepted engineering practices and standards, and ensures effective communication and coordination on assigned projects between City officials and employees, project consultants and contractors.
- Responsible for resolving conflicts that occur during project by handling complaints, settling disputes, and addressing grievances.
- Main point of contact for the City in the day-to-day interaction with the project's consultant and/or contractor.
- Other Duties as assigned.

Education and/or Experience; Certificates, Licenses, Regulations

- The individual must be proficient in the use of the English language.
- The individual must also have a Bachelor of Science degree in Civil Engineering from an accredited college or university.
- Requires a valid driver's license and must maintain eligibility to drive as per the City's Vehicle Usage Policy.

Knowledge, Skills & Abilities

- Pro-active, enthusiastic, self-starter with a good attitude who pays attention to details and is willing to work in a supportive, fast-paced environment.
- Excellent written and verbal communication skills are essential as is the ability work with several persons at all levels.
- Well-developed time management skills to balance demands of multiple projects.
- Proven leadership skills with the ability to manage and build teams effectively.
- Skilled in proposal writing and project schedule preparation.
- Ability to market organization and develop new business through building and maintaining relationships.
- Proficiency in MS Office Suite and MS Project.
- Must have experience with CAD software.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable each individual with disabilities to perform the essential functions. Requires a valid driver's license and must maintain eligibility to drive as per the City's Vehicle Usage Policy .Mandatory Overtime, alternative work schedules, and on-call status may be assigned if needed .

Reasoning Ability

Must have the ability to consistently demonstrate sound ethics and judgment; to think analytically and apply sound judgment; solve problems, make sound decisions based upon facts; and act with integrity.

Language Skills/ Computer Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence; speak effectively before groups of employees of the City; and have proficient working knowledge of Microsoft Office Programs

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to sit for long periods of time.

Other Skills and Abilities

Must be able to work effectively with the public and other employees. Must be able to handle personnel matters with tact and with confidentiality. Must be organized and able to work with little to supervision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.