

# EMPLOYMENT OPPORTUNITY

IN THE MUNICIPAL SERVICE

## PUBLIC WORKS DEPARTMENT PROJECT MANAGER (GRADE 12B)

SALARY STARTING AT \$38,688 to \$42,468

### NATURE OF WORK

This is a professional position which encompasses supervisory engineering skills in both the field and office. It includes preparing plans, surveying projects, enforcing plans and ensuring that contractors adhere to the specifications governing contract work done for the City. Work also involves responsibility for inspecting construction work in progress and ascertaining whether it meets specific standards and providing corrective action when deemed necessary. Work may also involve engineering drafting and assisting in preparation of surveys. Employee also performs highly specialized analytical, administrative and report writing activities for the Director. Work involves performing research, investigation, and/or evaluation of various activities or projects in the engineering division of the department. The employee may serve as the Director's liaison to other departments and/or outside agencies, when needed, as well. The employee must demonstrate exceptional professional skill in problem solving, quantitative analysis, research and evaluation, and contract management. Work assignments are received from the Director in terms of broad objectives and work is reviewed through discussion, review, inspections and research. The employee is expected to use independent judgment in determining methods and techniques to be employed in achieving objectives. Work environment is fast-paced and challenging. Some evening and weekend work is required.

### EXAMPLES OF WORK

- Prepares preliminary/final design plans for streets and other improvements; determines required grades and drainage.
- Estimates the amount of excavation; computes quantity of materials to be used during construction; estimates project costs.
- Inspects work performed by private contractors and utility companies; checks for proper adherence to plans and specifications; checks lines and grades from surveyor's stakes; keeps records of progress; makes inspections of concrete and asphalt work/facilities.
- Monitors and stops construction operations where serious violations of contract specifications are occurring; informs superiors of such violations, and tracks and ensures compliance.
- Secures samples of materials to be tested.
- Organizes and supervises routine surveys, field and office studies and inventories.
- Computes and plots surveys, cross sections and profiles. Prepares routine engineering plans and sketches.
- Operates surveying instruments and keeps accurate field notes, and prepares periodic updates, as required.
- Researches survey information and other requests and prepares written reports and field surveys.
- Prepares "as built" drawings following contract work.
- Arranges work schedules of Engineering Assistant(s).
- Coordinates and serves as secretary for the Traffic Commission (meetings held one evening each month). Receives and analyzes citizens traffic requests, and makes recommendations to Traffic Commission.
- Manages and accounts for field equipment and supplies.
- Contract preparation and management, project management, and implementation of various projects/programs.
- Performs field investigations and follows-up on specific complaints and concerns and make recommendations for resolution.
- Has considerable public contact work as representative of the department.
- Prepares special studies and reports on assigned departmental operations, compiles and reviews information and statistics regarding performance, cost and expenditures; assists in preparing detailed and technical reports, in consultation with the Director.
- Handles specialized problems and verifies and monitors the status of projects, under the supervision of the Director.
- Researches other public works programs in other communities for comparison and to recommend updates for the department.
- Assists the department in flood plain management.
- Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

- Ability to learn within reasonable time the principles and practices of public work construction and departmental duties.

- Ability to interpret engineering plans and understand specifications.
- Commitment to customer service. Ability to establish and maintain effective working relationships with coworkers and the public.
- Ability to independently plan, implement and coordinate various department projects and assignments.
- Ability to effectively express ideas and facts with precision in writing and orally.
- Ability to analyze and present data, information and ideas and create reports and prepare and monitor contracts.
- Ability to create, monitor and track department projects.
- Knowledge of surveying, grading and drainage, excavation procedures and practices.

#### **EXPERIENCE AND TRAINING**

- Graduation from college, with degree in engineering, math, or related technical science field.
- Proficiency with computers, including Microsoft Word and Excel or comparable software programs.
- Construction management experience and experience working with utilities desired.
- Demonstrated writing, analytical, contract management and quantitative skills.

#### **APPLICATION PROCEDURE**

Submit a completed **University City Application** and a resume to the Human Resource Dept., City Hall, 6801 Delmar Blvd., University City, Missouri 63130.