

## **POSITION DESCRIPTION**

**Position Title:** Project Manager  
**Department:** Public Works  
**Division:** Engineering  
**Retirement:** KPERS  
**FLSA:** Exempt  
**Effective Date:** August 28, 2024

### **GENERAL PURPOSE**

Performs office and field work to support City Engineer in the preparation of plans and specifications in general and on specific assigned projects. Work includes monitoring and coordination of environmental, utility, right-of-way and other issues with consultants and government agencies, arranging and attending public information meetings and related administrative activities.

### **SUPERVISION RECEIVED**

Works under the general supervision and direction of the Deputy Director of Public Works.

### **SUPERVISION EXERCISED**

Exercises direct supervision of Engineering Technicians and coordinates with clerical/technical staff or contractors to ensure work is completed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks that may be performed.)

- Provides daily oversight and supervision of engineering technician staff related to assignments/projects, inspections, reports, schedules and project-related issues. Assists subordinate personnel in the execution of their duties when needed.
- Coordinate and monitor the design and construction of projects involving buildings, streets, water and wastewater systems, ensuring compliance with approved schedules; prepare project budget timelines; participate in consultant selection; review and manage consultant studies, designs, plans, specifications and related items; direct and participate in design elements, verify accuracy of final plans; ensure compliance with specifications and City, State, Federal and local codes.
- Participate in the preparation of various reports and correspondence on engineering activities in area of assignment. Ensure KDOT, FHWA, KDHE and other review agency requirements are addressed.
- Review and approve plans, specifications, designs and related documents, reports and studies; direct, oversee and coordinate the development and preparation of plans, specifications and cost estimates for proposed public improvement projects. Resolve disputes between city, residents, contractors and others involved.
- Determines work procedures, prepares work schedules, and expedites workflow on managing the development of plans and specifications of a variety of Public Works Projects.
- Coordinates and/or undertakes the development or update of the City projects to:
  - Ensure applicable codes, regulations, and requirements are met;
  - Complete preparation and compilation of engineering plans and specifications to submit for review or bidding; and
  - Coordinate completion of necessary KDOT documents to facilitate the bidding process.

- Reviews pay estimates and change orders submitted from contractors and engineers for compliance, completeness and accuracy. Prepares documentation for City and/or KDOT to process for payments.
- Trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Maintains harmony among workers and resolves grievances; schedules and approves leave; sets performance standards and counsels employees.
- Facilitates public information activities on city projects to:
  - Coordinate public information distribution with Public Information Officer;
  - Determine the need for and schedule necessary meetings related to Public Information, interested citizens, and agency review; and
  - Coordinate with others, especially City Clerk's Office and Finance Department, for any required advertising for bids, pre-bid meetings or addendums.
- Identifies areas for improvement or updating of various maps including the sanitary sewer, storm drainage, and street system maps, with associated data bases.
- Ensures as-built records of projects and other documents, for the operation and maintenance programs, are provided to appropriate staff members.
- Maintains, updates, and makes available city subdivision and public works standards through interaction with other staff.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups regarding assigned activities and services.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage. Oversees the safety of assigned operations by instructing individuals in proper safety procedures and/or reporting violations of safety policies. May perform or assist in accident investigations.
- May perform other duties as assigned.

### **PERIPHERAL DUTIES**

- Monitors inter-governmental actions affecting public works.
- Assists in the training of other city personnel in public works design and construction techniques.
- Maintains database of project information and progress.
- Tracks progress of project during construction.
- May perform routine inspections related to land disturbance permits and erosion control measures and maintains related records.
- Prepares weekly and monthly project progress reports for the Public Works Director and/or Deputy Director.
- May serve as a member of various staff committees or task forces as assigned.

### **MINIMUM QUALIFICATIONS**

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

- Graduation from a four-year college or university with a degree in civil engineering or a closely related field and minimum of four years civil engineering experience with an emphasis in project development, with exposure to ROW, environmental and utility issues; OR an equivalent combination of education, training and experience.
- Two years of administrative and supervisory responsibility.
- Must possess a valid state driver's license (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

### ***Necessary Knowledge, Skills and Abilities:***

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Familiarity with common office productivity software such as Microsoft Office. Capable of developing Powerpoint presentations and spreadsheets to illustrate complex subjects.
- Familiarity with basic GIS software and an awareness of advanced GIS concepts and possibilities.

### **SPECIAL REQUIREMENTS**

- Must be physically capable of moving about on construction work sites and under adverse field conditions.
- Read, write and speak fluent English.

### **DESIREABLE QUALIFICATIONS**

- Kansas Engineering License or ability to obtain one within 180 days.
- Previous work experience in state or municipal design or regulatory environments.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; GIS software; standard drafting tools; motor vehicle; phone; mobile radio.

### **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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds and seldom lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to travel, usually by driving a vehicle, to various cities and agencies within the region. Occasional overnight travel may be required.

**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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**APPROVING AUTHORITY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date