

# PROJECT MANAGER

## Village of North Fond du Lac

### JOB SUMMARY

This position is responsible for managing the planning, engineering, coordination and supervision of all public works projects as well as mapping updates and record maintenance. This position will act as the liaison between the Village, residents and contractor during the construction of all public works projects and contracts. This position reports directly to the Director of Public Works.

### DESCRIPTION OF WORK

#### Distinguishing Characteristics

This highly responsible position is involved in the planning and management of all projects for the public works, water and wastewater departments for the Village. The work includes the formulation of project budgets, preparation and administration of the Public Works Capital Improvement Plan. The incumbent will perform important tasks such as preparing assessments and organizing public informational meetings.

#### Examples of Work

*NOTE: This listing of typical duties is intended to be illustrative only and does not include all of the tasks performed by this position.*

- Applies for and administers grants.
- Assists in the establishment and implementation of departmental policies and procedures.
- Determines, and sets grade for various public works projects.
- Inspects the work of outside contractors for compliance with plans and specifications.
- Maintains records, prepares working drawings and reports, and undertakes special projects.
- Administers mapping and drafting programs. (GIS & AutoCAD)
- Responsible for the design and contracting of public works projects.
- Responsible for the preparation and management of budget in the areas of responsibility.
- Plans, directs and administers projects and planning for village utilities and development.
- Prepares capital budget and administers the expenditure of department appropriations.
- Prepares long-range plans and recommends priorities for the construction, reconstruction and maintenance of streets, sidewalks, storm sewers and flood control projects, sanitary sewers, water system, parks and facilities.
- Coordinates the design, construction and inspection of all public works projects.
- Prepares assessment schedules.
- Performs other related duties required.

## **Working Conditions**

Works in normal office setting and under field conditions; overtime required; subject to 24- hour emergency call-in; exposure to extreme weather conditions; attendance at evening meetings required.

## **REQUIREMENTS OF WORK**

### **Knowledge of**

- AutoCAD & GIS software, ArcGIS Online
- Methods, techniques, materials, and equipment used in public works repair. Construction and maintenance projects.
- Occupational hazards, safety equipment, and safe working practices associated with public works functions.
- Current principles and practices of public works administration and construction.
- Water and wastewater construction, equipment, operation and maintenance principles.
- Data processing techniques, computer applications and GIS programs.

### **Ability to**

- Plan, organize, supervise, and evaluate the work of subordinate personnel.
- Read and interpret maps, graphs, charts, blueprints and construction plans and specifications.
- Use transits, levels, and other related engineering.
- Instruct others in the proper use of equipment and to enforce departmental policies and procedures.
- Determine proper priorities and to delegate work to accomplish departmental objectives.
- Maintain necessary records, to draft working drawings, and to prepare required reports.
- Prepare technical reports, specifications, and bid proposals, to coordinate the activities of multiple contractors, and to ensure adherence to construction plans and specifications.
- Communicate effectively in oral or written form.
- Represent the department in meetings and to assume temporarily the duties of other staff members in their absence.
- Establish and maintain effective working relationships with the board, administrator, department heads, employees, other governmental agencies, contractors and the general public.

## **DESIRED QUALIFICATIONS**

An Associate's degree in a related field; an extensive background and progressively responsible experience in the construction or engineering field, including several years of experience in a supervisory and administrative capacity; or any combination of training and experience in a supervisory which provides the required knowledge, skills and abilities.

## **COMPENSATION**

Depending on Qualifications, Minimum \$62,000 start, with full benefits.