

## Project Manager II

**Department:** Chemung County Department of Public Works  
**Classification:** Competitive  
**Adopted:** 09/08/2015  
**By:** Chemung County/City of Elmira Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves professional and administrative functions including planning, management and coordination of public works Capital Improvement projects from conceptual initiation through completed construction. The work requires the ability to develop, schedule and coordinate activities of engineering teams, construction crews, contractors, and vendors for effective and productive use of County workforce and equipment. The incumbent acts as technical liaison to other departments utilizing engineering principles and practices. The work includes responsibility for design, construction inspection, preparation and maintenance of appropriate records and files. Supervision is exercised over subordinate staff. Work is performed under the general direction of the Commissioner of Public Works with a high level of autonomy and use of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Assists administrative staff in development of annual Public Works Capital Improvements Plan (PWCIP);
- Evaluates infrastructure needs and prioritizes projects based on budget and resources;
- Responsible for interdepartmental communications and advancement of shared services;
- Maintains database and reports on annual improvements and recommended efficiencies;
- Develops, implements and monitors departmental programs and policies;
- Administration of engineering and construction contracts;
- Recommends construction/maintenance projects and monitors budgets (highway, bridge, storm water and utilities);
- Calculates and orders materials and recommends work crew size and schedule;
- Inspects infrastructure conditions and provides recommended improvements;
- Monitors progression and quality of planned improvements;
- Supervises the work of surveyors, designers, construction and maintenance staff with regard to the PWCIP;
- Designs Civil Engineering infrastructure projects (highway, bridge, storm water, utilities, facilities);
- Act as technical liaison to other departments and municipalities regarding infrastructure design projects.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of storm water erosion, concrete construction, project scheduling and adherence to project budget restrictions. Comprehensive knowledge of the principles and practices of modern highway and bridge maintenance and construction methods and techniques. Ability to plan, organize and coordinate activities on a large scale.

Ability to provide accurate construction estimates and schedules. Good knowledge of the principles, practices and techniques of land surveying. Good knowledge of geographical information systems (GIS). Proficiency in the use of AutoCad or similar CADD system. Ability to read blueprints and create record drawings. Ability to understand specifications, construction plans and drawings, technical manuals, standards and contracts. Ability to perform mathematical computations. Ability to organize and maintain accurate records and files. Physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS: Either:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering, surveying or closely related field and eight (8) years of progressively responsible experience in civil engineering technology, surveying or construction management ; **or**
- (b) Graduation from a regionally accredited or New York registered college or university with an Associate's degree in civil engineering, surveying or closely related field and ten (10) years of progressively responsible experience in civil engineering technology, surveying, or construction management; **or**
- (c) Graduation from high school or possession of a high school equivalency diploma and twelve (12) years of progressively responsible experience in civil engineering technology, surveying or construction management.

**SPECIAL REQUIREMENT:**

- 1) Must possess and maintain a New State Driver's Class D license.
- 2) Possession of NICET Level III or successful completion of the Engineering in Training exam within one (1) year of appointment.