

## PROJECT MANAGER I

**Department:** Chemung County Department of Public Works  
**Classification:** Competitive  
**Adopted:** 9/4/2018  
**By:** Chemung County/City of Elmira Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a wide range of technical work including the application of standard engineering principles and practices to a variety of public works engineering projects and assignments. The position involves significant responsibility for planning and coordinating activities of engineering teams, construction crews, contractors, and vendors. Assists development of work programs and schedules for effective and productive use of County resources. Acts as technical liaison to other highway departments. The work is performed under the general supervision of a higher level engineer with leeway allowed for the use of independent judgment according to established procedures and policies. 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 Commissioner in the preparation of the Capital program, Department budget and the implementation of appropriate budget controls;
- Assists in planning and design of Capital Projects, then supervises the scheduling, maintenance, repair and construction of County Capital Projects program including highways and bridges;
- Provides specialized technical work assisting in the coordination of capital construction projects in compliance with established specifications, within schedule and budget limitations.
- Manages roadway, bridge and Federal Aid projects including administration of engineering and construction contracts;
- Performs survey work, locates rights-of-way and property boundaries, establishing proper grades and alignments;
- Prepares contract documents for proposed engineering projects plans, including design, plans, specifications, cost estimates and construction schedules;
- Calculates and orders materials and recommends work crew size and schedule;
- Monitors progression and quality of planned improvements;
- Inspects construction projects to ensure compliance with plans and specifications;
- Prepares and processes permit applications and requests, and maintains a variety of records, reports and statistics;
- Responsible for interdepartmental communications and advancement of shared services, and develops, implements and monitors departmental programs and policies;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough working knowledge in the maintenance and operation of roadway and bridge systems; Requires demonstrated ability to develop and manage multi-faceted roadway programs, budgets, and employees, and apply civil and structural engineering practices as well as federal, state and local regulations; Proficiency in windows-based computer system; 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, geographical information systems (GIS);

Proficiency in Computer Aided Design and Drafting (CADD) system; Strong written and verbal communication skills, professional appearance; tactful, courteous, and ability to develop and maintain effective working relationships and to communicate effectively with a diverse staff of executives, employees, and public officials; 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 four (4) 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 six (6) 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 eight (8) 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) NICET Level III or Engineering in Training certification is desired but not required.