



Public Works Project Manager

Job Description

Department: Public Works
Position: Career Service
Grade: 728
Supervisory: No
Reports to: Associate Director – Public Works

Summary

Under general guidance and supervision of the Associate Director – Public Works, manages the planning, design, and construction phases of County projects. Exercise independent judgment in application of principles and practices of project planning, design, construction, and administration. Projects pertain to buildings, roadways, bridges, trails, parks, rivers and debris basins, and related areas. Incumbent participates in the planning and prioritizing of projects utilizing various methods, including conventional design bid build, design build, CM at risk, and others. Manages contract documents for engineering or architectural consultants and contractors engaged in the design and construction of projects. Incumbents serving in this classification negotiate contracts, change orders, or amendments. Tracks progress of construction projects and reviews work of consultants.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Function as the primary contact for assigned projects; maintain good working relationships with consultants, contractors, County employees, and other stakeholders; resolve disputes arising from work performance as described in contract documents.
2. Manage small-scale and large-scale projects by actively participating in all phases of the project including planning, design, and construction to ensure that the projects are proceeding on time, within budget, and in compliance with permit requirements and contractual terms; visit work sites to monitor progress and quality of construction; interpret plans and specifications, as needed.
3. Ensure proper permits and documentation for all projects; obtain proper permits if required as part of contract.
4. Manage development and preparation for a variety of projects; review accuracy of proposals submitted by consultants and negotiate consultant contracts; review consultant plans, design drawings and specifications at various stages of development for conformance to design standards, completeness, and accuracy; monitor cost estimates, verify invoices, and recommend payments.

For Office Use Only

Job Code: 2871
Job Title: Public Works Project Manager
FLSA: Exempt
Effective Date: 2/13/2024
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

5. Assist with evaluation and selection of contractors; prepare project scopes and schedules; assist with conducting pre-bid and/or pre-project meetings to answer questions and address concerns; analyze contract requirements and submitted proposals and recommend award for contracts.
6. Monitor construction progress, including project schedules; assist with preparing change orders documents; review field inspection reports and provide regular project updates to the Associate Director – Public Works; maintain records of payments to contractors, as needed.
7. Participate in various roles for preconstruction and construction meetings as well as onsite progress meetings; oversee projects for quality control; meet with contractors throughout the project process; inspect and accept in progress or completed.
8. Oversee completion of projects; coordinate and conduct on-site walkthroughs and inspections for substantial completion; ensure completed projects meet required obligations under contracts; prepare punch list of deficiencies and arrange for correction of defects by contractor during warranty period; conduct inspections at end of warranty period to ensure correction of defects.
9. Coordinate closing of completed projects; prepare required paperwork and prepare recommendation of substantial completion for review, acceptance, and final payment authorization to the Public Works Director or the Associate Director – Public Works.
10. Function as a liaison between consultants, contractors, utility organizations, city, state, federal agencies, civic associations, business and community leaders, property owners, and attorneys; participate in and lead regular project meetings.
11. Recommend actions to be taken on projects to the Public Works Director or Associate Director – Public Works; review project communications, including requests for information, shop drawings, requests for constructing change orders, and pay requests.
12. Monitor, maintain, and update master schedule of projects; maintain and update project status, including changing project status to in progress or completed, as needed; provide regular updates to the Public Works Director or Associate Director – Public Works.

Knowledge, Skills, and Abilities

- Considerable knowledge of construction and design methods and practices
- Considerable knowledge of contract administration
- Considerable knowledge of Microsoft products, including Excel, PowerPoint, Word, Outlook, and Teams
- Knowledge of project delivery methodologies including conventional design bid build, design build, CM at risk, and others
- Knowledge of theoretical and practical aspects of project management
- Knowledge of various project and construction management software
- Knowledge of project management workflow
- Knowledge of drafting design applications and techniques
- Knowledge of surveying and engineering design standards
- Knowledge of architectural and construction principles and applications

For Office Use Only

Job Code: 2871

Job Title: Public Works Project Manager

FLSA: Exempt

Effective Date: 2/13/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Knowledge of current construction methods and building codes such as ADA requirements, local codes, and safety regulations
- Skilled in algebra, trigonometry, geometry, surveying, applied engineering calculations, and advanced math
- Skilled in reading and interpreting blueprints, plans, specifications, diagrams, sketches, and maps
- Skilled in calculating cost estimates
- Skilled in analytical problem solving
- Skilled in communicating technically complex information both verbally and in writing
- Skilled in dispute mitigation and resolution
- Skilled in conducting effective meetings both in person and virtually
- Ability to assess and mitigate project risks
- Ability to track ongoing project timelines, milestones, and deliverables
- Ability to adapt under changing priorities
- Ability to work effectively and positively within a team environment while maintaining cooperative relationships with users, key stake holders, team members, and management

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but work is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dust, mists, gases, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This position requires the use of protective devices such as masks, goggles, and gloves. This role exposes incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. The employee is regularly required to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include

For Office Use Only

Job Code: 2871

Job Title: Public Works Project Manager

FLSA: Exempt

Effective Date: 2/13/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift or otherwise move supplies or equipment weighing up to sixty (60) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Civil Engineering, Engineering Technology, Architectural or Construction Management, Construction Technology, Building Construction, or a closely related field.
2. Five (5) years of work experience in design and construction project management.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with experience as a construction project lead or team lead.
2. Preference may be given to applicants with experience managing multiple, high priority, concurrent projects.
3. Preference may be given to applicants with experience using scheduling and construction reporting/tracking software.
4. Preference may be given to applicants with experience and/or training in using computer aided design software.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

For Office Use Only

Job Code: 2871
Job Title: Public Works Project Manager
FLSA: Exempt
Effective Date: 2/13/2024
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 2871
Job Title: Public Works Project Manager
FLSA: Exempt
Effective Date: 2/13/2024
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor