# Project Manager III – RPT (Architect or Engineer)

# Grade: C10

**FLSA: Exempt**

**Date: 05/23**

**Job Summary:** Manages projects in the implementation of the County’s architectural and engineering Capital Improvement Program for the Department of Public Works & Transportation; including buildings, roads, marine, drainage, airport improvements, and other public facilities; ensuring that all assigned projects are designed and constructed in accordance with all relevant standards, to budget and schedule. Investigates and responds to citizen, elected official, and developer requests; performs other duties as assigned. The applicant can have expertise in civil engineering or facility projects, although experience in both would be considered a positive factor in the selection process.

**Essential Functions:**

1. Manages the scoping, production, reviews, bidding, and construction of capital improvement. Documents include project plans from concept through as-built, specifications and special provisions, computations, cost estimates, requisitions, assisting Procurement with the bidding process, bid evaluation, monitoring all aspects of the construction process, and final close-out for compliance with County ordinances and other relevant standards.
2. Assists in training other staff members in project development and construction review techniques and procedures.
3. Meets/communicates with the public, boards and commissions, department heads, designers, and consultants to review and explain various aspects of projects and designs;
4. Directs and manages the design and construction of capital projects, both by in-house staff and consultant engineers and inspectors.
5. Administers federal and state grants as they relate to design and construction projects and determines the availability of funding for future projects;
6. Regarding civil engineering projects, investigates, analyzes and develops recommendations to address requests regarding roadway, drainage, shoreline erosion, and channel siltation issues;
7. Regarding facility projects, investigates, and analyzes facility needs and develops recommendations for building maintenance, renovation and new construction and follows through with stakeholders in funding, design and construction of the approved project.
8. Develops and monitors cash flow projections and project schedules;

to assure expenditures are within budgetary constraints and that schedules are met;

1. Assists in developing County policies, procedures and design guidelines as they relate to development and construction projects;
2. Represents the Department at various meetings and hearings as assigned;
3. Prepares memoranda, letters, reports and correspondences as required;
4. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of the federal, State of Maryland and St. Mary’s County policies, procedures, and regulations.
2. Familiarity with hydrology/hydraulic analysis and design methods and the ability to gain knowledge to manage consultants and internal staff in those matters.
3. Knowledge and experience in transportation/traffic and site/roadway design principles and/or knowledge and experience in building construction and site development.
4. Ability to effectively communicate with other staff and members of the public;
5. Knowledge and experience in the principles and practices of project management;
6. Knowledge and experience in grant administration.
7. Knowledge and experience in engineering economic analysis techniques and the ability to evaluate the costs and benefits of projects so as to develop a priority order of completion within budget and time constraints;
8. Ability to plan and direct all aspects of projects in one or more areas of the Public Works Department’s responsibilities;
9. Ability to use independent engineering judgment in working out details and utilizing resources to carry out assigned projects.

**Education and Experience:**

1. Bachelor’s degree in civil engineering or architecture from a accredited college or university, and/or possession of a Professional Engineering, Registered Architect, or Professional Land Surveying license; and/or a Bachelor’s degree in Construction Management from an accredited college or university;
2. Progressively responsible experience in managing, designing, and/or reviewing civil engineering and/or building construction projects;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort but does require site visits to investigate existing sites or ongoing construction to manage projects and resolve constituent requests.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as undeveloped sites, construction sites, offices or meeting rooms, e.g., use of safe workplace practices with office equipment and outdoor sites, and/or avoidance of trips and falls and following OSHA regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date