



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Project Manager	<u>Grade:</u>	General – Grade 16 \$31.84 - \$42.63*
<u>Department:</u>	Engineering & Development	<u>Salary:</u>	*Dependent on Qualifications
<u>Accountable to:</u>	County Engineer	<u>Status:</u>	Non-Exempt

Primary Objectives

Work closely with the County Engineer, Director of Engineering & Development, on the initiation, daily oversight, and delivery of County construction projects, as assigned. The Project Manager will be responsible for project life cycles from the planning phase through to final completion. The Project Manager will successfully manage multiple on-going projects at the same time which range in complexity and size, have various funding sources, and experience varying levels of stakeholder engagement. The Project Manager will ensure all County construction projects are appropriately permitted and maintain compliance with Federal, State & Local laws, regulations and ordinances. The Project Manager must possess excellent written communication skills as well as interpersonal skills and the ability to interact with federal, state, local and county officials, agency representatives, contractors and the general public.

Supervision Received

Work is performed under the limited supervision of County Engineer.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Develop and maintain a database of funded projects, including current project status, timeline, funding amount, and funding source among other relevant project information
2. Create, compile, and distribute project information, construction and financial status reports, and budget expenditures with regular updates to key stakeholders
3. Evaluate project feasibility for both cost and time perspectives from received project initiative requests;
4. Coordinate with appropriate departments and consultants to develop project bidding documents, solicit bids, and evaluate received bids
5. Coordinate with appropriate departments and personnel, as assigned, to track and maintain compliance of approved project funds and expenditures
6. Manage daily operations of assigned construction projects from planning to completion, including discretionary resolution of problems associated with project work
7. Inspects, or coordinates and reviews the inspection of work during construction to ensure compliance with project design documents (plans and specifications) and all applicable Federal, State and Local regulations, orders and ordinances;
8. Maintains complete records of project documentation, including but not limited to design documents, construction documents, applicable permits, and communications
9. Assists Director of Engineering and Development and Director of Facilities with the assessment of County-owned infrastructure, including the documentation of condition and development of plans for the systematic maintenance, replacement, and overall improvement of these assets;

MINIMUM QUALIFICATIONS

- Bachelor's degree (B.S.) from a four-year college or university and considerable (3-5 years) experience required or equivalent extensive experience in construction and project management (10+ years) required
- Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) preferred
- Must have a valid, unrestricted, Texas driver's license and possess good driving record
- Must be able to read and interpret engineer or architect issued design drawings, maps, charts, and graphs

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for some periods of time.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include specific vision abilities - close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, ability to convey detailed or important instructions to others accurately, loudly or quickly and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Occasionally
Extreme Heat, non-weather	Occasionally
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.