

JOB DESCRIPTION

Class Title: Project Manager/Designer
Department: Engineering
Location: Public Works Facility
Date: February 23, 2021

GENERAL PURPOSE

Performs a variety of tasks in support of the Engineering Department.

SUPERVISION:

Works under the general guidance and direction of the City Engineer.

SUPERVISION EXERCISED

No direct supervision exercised but works as coordinator/facilitator with other city departments in support of a variety of projects. Works closely with various State Agencies including the Maine Departments of Transportation and Environmental Protection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop detailed engineering plans using AutoCAD Civil 3D software for roadway upgrades and new construction including sewer and storm drain designs and detailing.
- Work closely with contracted surveyors to incorporate field data gathered by them.
- Prepare detailed site plans and specifications for city-wide public projects of varying complexity.
- Work closely with other departments during the construction phase and provide all necessary support.
- Prepare and document material estimates and cost estimates for city projects.
- Research records, maps and other data to obtain such typical engineering data such as location of sewer stubs, water mains, hydrants, etc. and zoning district designations or special property assessments.
- Prepare requests for proposals and participate in the selection and coordination of various consultants including surveyors, engineers and other contracted professionals.
- Maintain the City's digital and paper plan files. Assists other departments and the general public in plan file searches and printing of plans. Operate and maintain the department's full-size scanner and plotter.
- Answer telephone and assists the general public on behalf of the engineering department.
- Provide coverage for the Engineering Department during vacations or other absences of the City Engineer.
- Perform other related duties as assigned.

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PERIPHERAL DUTIES

- Troubleshoot and repair traffic signal infrastructure and the operation and maintenance thereof.
- Act as the City's Project Manager on projects.
- Coordinate all phases of the design, construction, inspection and contract administration.
- Attend project meetings.
- Prepare and distribute documents as necessary to inform the City Engineer, City Manager, City Council and other staff as appropriate.
- Write legal descriptions for dedications, annexations, local improvement districts, easements or condemnations.
- Assist in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Respond to inquiries from landowners, developers, attorneys, surveyors, planning agencies, contractors, realtors, appraisers, financial institutions, credit bureaus and members of the general public, both in person and by phone and written correspondence, regarding the full array of engineering issues.
- Participate in meetings with landowners, developers, surveyors, contracted engineers, residents, vendors, State agencies and other City department representatives as needed.
- Update the City website on behalf of the Engineering Department.
- Work with the City Planner and Code Enforcement Officer in the review of site plan and subdivision applications.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Associates degree in Construction or Civil Engineering Technology or related field.
- A minimum of 5 years' experience as a civil designer/ CADD operator.

Necessary Knowledge, Skills and Experience:

- Demonstrated proficiency with AutoCAD Civil 3D.
- Valid State of Maine Driver's License, or ability to obtain one.
- Operation and maintenance of large and small format scanners and plotters.
- Ability to read and understand engineering drawings.
- Ability to communicate effectively orally and in writing with engineers, architects, contractors, developers, vendors, owners, supervisors, employees, and the general public; ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

IMSA Traffic Signal Technician Level I certification is desired, or the willingness to obtain the certification.

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TOOLS AND EQUIPMENT USED

Personal computer; large format scanner and plotter; motor vehicle; calculator; phone; digital camera; surveyor's auto-level; copy and fax machine; tape measure.

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

Work is performed both in office setting and outdoors on construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is routinely required to stand or walk and occasionally required to use ladders. The employee must also be capable of entering and exiting excavations and other confined spaces, on rare occasions.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. The employee will be required to use safety boots, safety vest, hard hat, gloves and hearing protection equipment on occasion.

The employee will be required to work in areas under work zone traffic protection on occasion.

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SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Name (Print)

(Employee Signature)

(Date)

Supervisors Name (Print)

(Employer Signature)

(Date)

Effective Date: *March 5, 2021*