JOB DESCRIPTION

PROJECT MANAGER

Position Summary: Coordinates and manages capital improvement and related projects in cooperation with other departments, agencies and outside contractors.

Reports to: Village Manager

ESSENTIAL JOB FUNCTIONS:
An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties, which the employee may be expected to perform.

1. Manages and coordinates capital improvement projects and engineering department projects.
2. Coordinates project-related activities among Village departments, outside agencies, contractors, the public and design professionals to project compliance and completion.
3. Works with Finance Department to coordinate purchasing activities related to construction projects.
4. Tracks project budgets, schedules, work plans and cost estimate projections. Responsible for containing project costs within budget constraints. Assists in developing project budgets for capital budgeting.
5. Analyzes and prepares written and computer-generated reports on project performance.
6. Coordinates project permitting through regulatory agencies.
7. Develops and manages project schedules.
8. Plans and implements special projects.
9. Conduct traffic studies, assists in troubleshooting traffic signal controls and maintains traffic signal systems.
10. Maintains records for street lighting, storm water systems, street maps, and other Village records. Performs fieldwork to verify unknown data.
11. Surveys, assists in design, develop bidding documents and field management for new construction and maintenance projects.
12. Maintain and update the Village GIS system.
13. Performs other duties as required.
MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:
The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- Associate’s degree in engineering, architecture, or related field.
- Five years of related experience in project management and oversight.
- Working knowledge in AutoCAD, GIS mapping, database applications, and Microsoft applications (i.e.; Word, Excel, etc.)
- Ability to become trained and certified in related technical areas including Traffic Signals and Traffic Regulator.
- A valid State of Michigan Driver’s License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Skill in the principles and practices of engineering including the ability to use and interpret construction plans, schematic drawings, wiring diagrams, flow charts, layouts, surveying and electronic project management applications.
- Skill in maintaining complex record keeping and document retention systems.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to work constructively and interact professionally with other employees, contractors, the general public, and various professional contacts.

WORKING CONDITIONS AND PHYSICAL DEMANDS
The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position is required to regularly work outside the office at field sites, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above.

This position also spends a portion of time in an office setting with a controlled climate where they sit and work on a computer; communicate by telephone, email or in person, and move around the office or travel to other locations.