


JOB DESCRIPTION
Assistant Project Manager

Date of Last Revision: December, 2020

 WESTERLY Rhode Island	DEPARTMENT	Engineering		
	REPORTS TO	Town Engineer		
	FLSA STATUS	Non-Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Engineer, the Assistant Project Manager is responsible for assisting the Town Engineer in engineering projects by providing engineering support, acting as the 911 liaison, managing the pump out boat program, GIS mappings, pavement management program, budget preparation, research and grant administration.

- ESSENTIAL JOB FUNCTIONS**
- Manages and provides direction and guidance to staff of the Pump Out Boat program.
 - Prepares budgetary, payroll and financial projects and programs including expense reports, bi-weekly payroll and budgetary reports for the Pump Out Boat program.
 - Writes and coordinates grants.
 - Coordinates with internal staff and external contractors on capital infrastructure projects.
 - Provides organization and administration of mandated programs and the preparation of reports to ensure compliance with local, state, and federal regulations.
 - Maintains record drawing filing system consisting of drawings and specifications including hard copy and electronic files.
 - Provides internal construction contract administrative tasks for the department's capitals improvement projects relative to processing payment estimates, change orders, operating budget and capital improvement budgets/bond expenditure.
 - Provides coordination with State and Federal Agencies and external contractors.
 - Updates and implements the Town's pavement management program, preparation of pavement management reports for capital improvements.
 - Imports modifications of pavement filed condition data, condition photos, updates from capital improvements paving.
 - Coordinates with internal staff on infrastructure, maintains index of plans and performs research for utilities, surveys and road acceptance.

- ADDITIONAL JOB FUNCTIONS**
- Attends conferences, seminars, committee and council meetings as required.
 - Assists in the preparation of yearly budget requests.
 - Provides assistance and first-line responses on operational programs.
 - Prepares custom maps for various programs and purposes.
 - Other duties and projects as assigned.

- REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**
- For successful performance in this position, the incumbent will need to demonstrate the following:*
- KNOWLEDGE of:**
- Public works and engineering projects and project management practices and philosophies.
 - Town codes and ordinances.

- Public works construction materials and practices including those construction engineering.
- Various computer-based systems.

SKILLS *in:*

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY *to:*

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associate Degree in Civil Engineering or Architectural Sciences or Engineering Sciences
- Minimum of three (3) years of experience in engineering project related work.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- OSHA10 trained within ninety (90) days of employment.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.

- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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.