


POSITION DESCRIPTION

Project Manager

Date of Last Revision: August 2022

 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 Project Manager is responsible for assisting the Town Engineer and DPW Utilities Assistant Director with project management/coordination, preparing bid documents, collecting field data, performing surveying functions, developing and reviewing plans, performing construction inspections, making data measurements, preparing technical reports, managing outsourced projects with contractors, and drafting comments for various boards and assisting with regulatory compliance.

ESSENTIAL JOB FUNCTIONS

- Oversees construction projects by collecting and analyzing data from field conditions.
- Performs surveying functions to gain information to assist in engineering designs.
- Oversees work of contractors, takes photographs and measurements, keeps records, reports findings, monitors quantities, and processes pay applications.
- Researches property ownership, property lines, and easements.
Prepares various compliance and technical reports for submittal to state regulators. Coordinates with consultants for design and preparation of technical reports.
- Performs plan reviews for various boards and commissions.
- Develops plans and details using AutoCAD.
- Manages the Industrial Pretreatment Program by reviewing industrial user compliance data and implementing all federal, state, and local regulations pertaining to the program.
- Implements the Town's enforcement response plan in response to violations of industrial user discharge permits.
- Reviews and compiles annual backflow preventer tests and cross connection survey inspection reports for commercial and industrial water users.
- Coordinates with backflow prevention testing contractor to perform initial cross connection surveys and backflow prevention tests on devices for new users. Coordinates with contractor to determine type and location of backflow prevention devices for new users.
- Provides supervision of capital improvements to the wastewater treatment facility and related sewer infrastructure.
- Research and apply for applicable grant opportunities.
- Investigates and provides solutions to inflow and infiltration to wastewater infrastructure.
- Investigates and provides solutions to illegal connections to stormwater infrastructure.
- Coordinates Community Septic System Loan Program with RI Housing.
- Reviews and negotiates invoices and submits payments for processing.
- Works with the Town Engineer and Assistant Director of Public Works in making compliance determinations and directs corrective actions.

ADDITIONAL JOB FUNCTIONS

- Attends meetings, conferences, seminars, committee, and council meetings as required.
- 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:

- Principle, practices, laws, regulations of construction and utility engineering (water and sewer).
- Public works and construction management, materials, contracts, and practices.
- Town codes and ordinances.
- Construction cost estimating.

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.
- Technical report review and preparation.

ABILITY to:

- Read plans, understand regulations, and determine whether plans are regulatorily compliant.
- Calculate pipe size requirements, use survey data to estimate area, develop quantity estimates, interpret bridge inspection reports.
- 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.
- Work hours beyond the regularly scheduled work day when needed.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in related field or Engineering preferred.
- Minimum of three (3) years of experience in construction, engineering, AutoCAD, surveying, working with construction management contractors, solving drainage problems, and analyzing pavement conditions.
- 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.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *involving:*

- Working in in a normal office environment with light to moderate noise levels and controlled temperature conditions.
- Working in the field, with exposure to outside atmospheric conditions; occasional fumes, noxious odors, dusts, mists, gases, and poor ventilation.
- Occasional exposure to moving mechanical parts of equipment, tools, or machinery; electrical shock; falling from high, exposed places; explosions and/or toxic or caustic chemicals.

PHYSICAL DEMANDS *including:*

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate 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.
- Sitting; ascending and descending stairs, scaffolding, and ramps; and maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
Moving about on hands and knees; bending body downward and forward, requiring full use of the lower extremities and back muscles; reaching with hands and arms and pushing, and carrying and/or lifting up to eighty (80) 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.