



Charles County Government Utilities Project Manager II

SALARY	\$35.06 - \$39.41 Hourly \$68,374.70 - \$76,853.16 Annually	LOCATION	La Plata, MD
JOB TYPE	Full-time	JOB NUMBER	2023-00864
DEPARTMENT	Department of Public Works - Utilities	DIVISION	DPW, Utilities - Support Svcs
OPENING DATE	01/24/2024	CLOSING DATE	Continuous

Summary

Hiring Range:

\$68,374.70 - \$76,853.16 commensurate with experience

This position is open until filled with a best consideration date of February 6, 2024.



Performs professional project management for study, design, and construction projects. Work includes monitoring of schedule, cost, and deliverable for all phases of a project. Performs daily tasks which includes corresponding with contractors/consultants via email or telephone, review of invoices, distribution of design and construction documents internally for review and comment. Other responsibilities include coordination of design and construction activities with internal customers, conducting meetings for design and construction progress updates, and handling clerical duties (submitting documents to State and local permitting agencies, sending notification letters to citizens regarding potential service interruption, etc.) Evaluation of design proposals and construction bids. Supervises and collaborates with contracted Project Managers.

Essential Job Functions

- Performs specialized project management work in an assigned project or functional area such as vertical construction, site grading, storm drainage, storm water management, roads, facilities, water or sewer.
- Defines the scope of the project in collaboration with Senior Project Manager and project stakeholders. Coordinates with financial staff to ensure adequate funding is available.
- Prepares estimates for resources (time, money, equipment, etc.) required.
- Develops work plan for review, identifying and sequencing activities, and performing an evaluation upon completion of the project.
- Ensures that design consultants are appropriately experienced to perform project tasks. Assists in selecting qualified consultants to work on the projects. Ensures project deliverables are on time, within budget, and at the required level of quality.
- Develops a schedule that effectively allocates resources to the activities. Reviews and revises the project schedule, as required, with Senior Project Manager.
- Oversees progress meetings to ensure scheduled progress of the project. Makes adjustments, as necessary, to ensure successful project completion. Executes the project according to approved plan.
- Reviews the quality of the work completed, with the project team, on a regular basis to ensure that it meets the project standards.
- Performs field visits and site inspections, as necessary.
- Meets with parties involved to discuss and clarify issues and explain requirements; advises and assists parties on how to achieve compliance with applicable rules and regulations.
- Determines project objectives and measures at feasibility stage and performs evaluation upon completion of the project.
- Coordinates studies and projects with other division functions and departments as necessary; makes referrals and follows through on actions with agencies, as necessary.
- Responds to inquiries from the public, engineers, landowners, and others involved in infrastructure regarding procedures, compliance issues and related matters.
- Performs analyses as necessary and drafts written review reports and document findings for Manager's review.
- Applies various specialized analyses including vertical construction, site grading, storm drainage, storm water management, road, water, and sewer analyses, as appropriate, to formulate recommendations.
- Monitors, reviews, and approves all budgeted project expenditures per established budget policies and procedures.
- Ensures all financial records for the project are properly maintained and up to date. Monitors cash flow projections and reports regularly on actual cash flow and variances. Prepares financial reports and supporting documentation for funding requests, as necessary.
- Manages projects according to the established organizational policies and procedures.
- Reviews and evaluates projects for conformance with federal, state, and local regulatory requirements, standard specifications and construction details.
- Maintains project files and records and ensures all project information, including appropriate forms and records to document project activities, are secured within.
- Prepares related reports including graphic materials, maps and other illustrative materials as necessary; submits study reports and recommendations for review and presentation to various boards and committees.
- Manages contracts, grants, writing proposals for awards, scope of work and implementation
- Serves on boards and committees and work groups, as assigned, providing technical support and assistance often representing the County on a state-wide or regional basis.
- Performs other related job duties as assigned.
- Supervises and collaborates with contracted Project Managers.

Qualifications, Knowledge, Skills, and Abilities

Education and Experience:

Associate degree in construction management, civil engineering or related field preferred. Five (5) years of experience; or an equivalent combination of education, experience and training.

Licenses or Certifications:

Must possess a valid driver's license.

Engineer in Training (EIT) Certification or Certified Associate in Project Management (CAPM) preferred.

Special Requirements/Qualifications:

Subject to work beyond the normal scheduled hours of work.

Subject to interruptions and inflexible deadlines.

This position is required to receive climate competency training at level 2.

Knowledge, Skills and Abilities:

- Knowledge of principles, concepts and techniques of engineering as applied to grading, storm drainage, storm water management, roads, water and sewer and related activities.
- Skill in project scheduling.
- Skill in project accounting.
- Skill in computer aided design.
- Skill in data management spreadsheets.
- Skill in word processing.
- Skill in email and internet.
- Ability to determine the specific tasks and assignments to be performed, independently handling new, unusual problems and deviations encountered in the work.
- Ability to interpret and apply applicable ordinances, rules, regulations, standard specifications and details to varied engineering and related situations.
- Ability to communicate effectively orally and in writing, including public presentations.
- Ability to establish and maintain effective working relationships with others encountered in the work to achieve results that are in the best interest of the organization. Foster teamwork.
- make decisions by assessing situations to determine the importance, urgency, and risks, and then make clear decisions which are timely and in the best interests of the organization.
- Ability to exhibit ethical behavior and professional practices consistent with the standards and values of the organization.
- Ability to provide creative feedback and recommendations of new and unique ways to improve operations of the organization.

Additional Information**PHYSICAL DEMANDS**

The work is partly sedentary with periods of moderate physical activity. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items; use fingers to operate computer or typewriter keyboards; speak normally, to use normal or aided vision and hearing, and to detect odors.

WORK ENVIRONMENT

Principal duties of this job are performed in a general office; in shop or field settings and outside environment.

Department/Division: Public Works Utilities/Technical Support

Pay Grade: 115

FLSA Status: Exempt

Telework Eligible: Yes

Reports To: Program Manager

Supervises: None

Agency

Charles County Government

Department

Department of Public Works - Utilities

Address

5310 Hawthorne Road

La Plata, Maryland, 20646

Utilities Project Manager II Supplemental Questionnaire***QUESTION 1**

How many years of experience do you have relevant to this position?

- No experience
- 1 year to just under 2 years experience
- 2 years to 5 years experience
- 6+ years experience

***QUESTION 2**

Do you currently hold an Engineer in Training (EIT) Certification or Certified Associate in Project Management (CAPM) preferred? If so, please attach copy of your current certification to this application.

- Yes
- No

* Required Question