

# Project Manager

The City of Galax is seeking qualified applicants for the position of Project Manager in the Engineering Department. If interested submit a completed application and release form to City of Galax, Judy Bolt, Human Resources Director, 111 E. Grayson Street, Galax, VA 24333 or email to [jbolt@galaxva.com](mailto:jbolt@galaxva.com). The position is open until filled. The City of Galax is an Equal Opportunity Employer.

FLSA Status: *Exempt*

## General Definition of Work

Performs highly qualified professional work managing development of City infrastructure projects; establishes own work activity priorities for problem solving and decision making through evaluation of projects from conceptual design, loan/grant development, project design, construction management and administration, and other related work as apparent or assigned. Work is performed under the general supervision of the City Engineer.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

## Essential Functions

Provides a leadership, organization and planning role to control infrastructure project phases from conception through construction administration on multiple projects in an efficient manner; Provides professional communications with planners, engineers, contractors and regulatory agencies to develop new or rehabilitated City infrastructure. Provide work necessary to ensure compliance with City Code, State and Federal Regulations for City staff, contractors and consultants.

Provides analytical skills necessary for problem solving related to mathematical concepts, as well as, non-mathematical problems with organization, processes, methods and general routine developments associated with typical project issues.

Assists City staff and consulting engineering firms with preparation of loan and grant applications; Prepare project conceptual cost estimates for loan and grant applications; Prepare budget recommendations, develop realistic project time schedules and determine resources necessary for meeting all goals of a project.

Provide management to maintain project schedule by monitoring project progress, coordinating activities and resolving problems; Collects comprehensive data about all aspects of a project, evaluating related trends and determining how to manage project change and growth in the most efficient and timely manner.

Solicit and negotiate temporary construction and permanent public right-of-way easements; Coordinate with and work with citizen's concerns and legal issues as they relate to public works infrastructure.

Prepare project cost estimates, as well as, evaluating consulting engineering firm cost estimates and contractor bid costs with preparation of reports and making recommendations to City administration; Control project costs through approval of expenditures and administration of contractor contracts.

Review and evaluate material and equipment technical specifications; prepare comparison of the evaluations with preparation of reports and making recommendations to City administration.

Determine project specification requirements and establish performance standards; Solicits proposals and bids from laboratories, engineering firms and construction services; prepares requests for proposals and invitations for bids on capital improvement projects; serves as construction contract manager; inspects projects and approves engineering firm and contractor pay requests.

# Project Manager

Assist consulting engineering firms with preparation of technical studies and preliminary engineering reports.

Maintain detailed and organized files of all project records for loan/grant audits or other necessary reviews.

## Knowledge, Skills and Abilities

Thorough knowledge of the practices of civil engineering as applied to public infrastructure construction and maintenance; thorough knowledge of public works and utilities organization and operation; thorough knowledge of the materials, methods, practices and equipment used in the construction industry.

Ability to communicate ideas effectively, orally and in writing; ability to prepare comprehensive technical studies and reports as directed by City administration; General understanding of water, sanitary sewer, stormwater management and other public works and public utility projects; ability to establish and maintain effective working relationships with City officials, employees, regulatory agencies and the general public.

Proficient and skilled use of office software, such as, Word documents, Access database and Excel spreadsheets.

## Education and Experience

Associates/Technical or Bachelor's degree with coursework in construction, engineering, or related field and extensive experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Ability and willingness to obtain Virginia Department Of Transportation Local Administered Program (LAP) Certification. Possession of an appropriate driver's license valid in the Commonwealth of Virginia.