



JOB DESCRIPTION

CITY OF SILVERTON, OREGON

The description, overview, and expectations do not constitute an employment agreement with the City of Silverton and are subject to change by the City as the needs of the City change.

Class Title: Public Works Project Manager	Supervisor: Public Works Director
Department: Public Works	Supervises: None
FLSA Status: Exempt	Bargaining Unit: None
Type: Exempt Group	Effective Date: December 8, 2023
Review Date:	Revised Date:

Position Summary

Under direct supervision from the Public Works Director, this position is responsible for overseeing projects from conception to completion, ensuring they are executed within the designated timeline, budget, and quality standards. The position requires frequent interactions with other staff, the public, and elected officials. Work will be performed with cross-functional teams and stakeholders, providing guidance and support to drive successful project delivery.

Essential Functions

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.

- Define project scope, goals, and deliverables that support business objectives in collaboration with senior management and stakeholders.
- Manage project resources, risks, issues, and changes throughout the project life cycle, ensuring timely communication with stakeholders and cross-functional teams.
- Monitor project activity, identify areas of improvement, and make recommendations for corrective action.
- Coordinate the activities of project team members, ensuring that all tasks are completed on time, within budget, and to the required quality standards.
- Ensure compliance with relevant laws, regulations, and policies, and maintain records of project activities in accordance with City of Silverton standards.
- Foster a collaborative and positive project environment, promoting teamwork, open communication, and the sharing of best practices.
- Coordinate a full range of project management activities for multiple construction projects: prepare project bid documents and advertise Requests for Proposal (RFP); prepare correspondence; represent the City at construction meetings; coordinate and review inspection work of others; evaluate condition and conflicts of pertinent utilities; interact extensively with affected citizens; inspect construction while work is in progress for adherence to plans, specifications, and other agency standards and regulatory requirements; interpret specifications and interact with contractors; obtain permits from county, ODOT, resource agencies, and other regulatory agencies; effectively manage project costs; maintain clear and concise project records.
- Prepare final project reports and evaluations.
- Give presentations to City Council and other boards and commissions as necessary; attend and participate in professional group meetings or training courses as appropriate.
- Interact regularly with technical staff to review project inspections, project and other drafting work and GIS system development; prepare technical reports and specifications; use Computer Aided Design software and/or GIS to produce engineering drawings and other drafting and maintain City base maps.

- Other duties as assigned.

Non-Essential Functions

- Assist Public Works Director with project and budget planning; development of design standards updates for streets, sidewalks, water and sewer lines, pump stations, storm drains, retaining walls, bridges, and other public works and utility projects; and develop project estimates and schedules.
- Other duties as assigned may include City plan development and staff training.

Minimum Qualifications

- Bachelor's degree from an accredited college or university preferably in Engineering or a closely related field.
- At least three (3) years of experience in project coordination/management in a municipality or an equivalent combination of education and experience.
- Proven track record in managing projects within scope, schedule, budget, and quality standards.
- Strong working knowledge of construction project management and project delivery.
- Extensive knowledge of project management principles, processes, and techniques.
- Skill using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Possess the ability to identify and mitigate potential project risks and issues.
- Possess valid Oregon Driver's license or ability to obtain one by time of appointment.

Note: Possession of a Project Management Professional (PMP) certification awarded by the Project Management Institute (PMI), Oregon Project Management Associate Certification (OPMA), or other related certification will substitute for 1 year of the qualifying experience.

Preferred Qualifications

- Engineering experience.
- Public utilities experience.

Knowledge Necessary

- Project integration and scope management.
- Project time and cost management.
- Project resource and risk management.
- Project stakeholder and communications management.
- Background in business skills, budgeting, and analysis.
- Strong background in construction and utilities.
- Demonstrated success managing Public Works Projects.
- Modern construction methods, materials, and inspection techniques.
- Familiarity with Oregon Department of Transportation Standard Specifications for Construction.
- Familiarity with Oregon Department of Transportation Local Agency Guidelines Manual.
- Principles and practices of civil engineering and development activities.
- Design, construction, and maintenance procedures for public works facilities including transportation, utilities, and storm drainage.

Skills and Abilities

- Maintains effective working relations with other employees, contractors, and the public.
- Communicates a variety of technical information verbally, in reports, and business correspondence, and produces bid documents when needed.
- Interprets, applies and is able to explain technical codes and standards in a comprehensive manner.
- Displays leadership that results in successful project management.
- Creating long- and short-term plans, including setting targets for milestones and adhering to deadlines
- Making effective decisions when presented with multiple options for how to progress with the project.
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions

remain in synergy.

- Communicating with City Council and Management to keep the project aligned with their goals.
- Performing quality control on the project throughout development to maintain the expected standards.
- Adjusting schedules and targets on the project as needs or financing for the project change.
- Familiarity with Drafting and Computer Aided Design Software.
- Strong leadership, communication, and interpersonal skills, with the ability to build positive relationships with stakeholders at all levels.
- Proficient in project management software and tools

Physical Activities/Requirements:

This position is primarily office oriented with trips to worksites and construction zones to review and inspect work for completion to requirements. The position requires the ability to engage in moderate physical activity moving weights of up to 50 lbs., driving city vehicles, and being out in the weather. This is a safety-sensitive position.