



CITY OF SILVERTON
JOB ANNOUNCEMENT 23-15

The City of Silverton is an Equal Opportunity Employer

Job Title	Public Works Project Manager
Job Hours	40 hours a week, Monday – Friday, 8:00 a.m. to 5:00 p.m.
Hourly Range	\$34.5537 to \$44.1003 per hour
Benefits	The City offers an excellent total benefits package which includes City-paid employee health, dental, vision, long-term disability, and life insurance, generous family coverage options, City-paid employee contribution to PERS, and options to contribute to deferred compensation plans and choose voluntary benefits.
Location	Silverton City Hall, Public Works Department 306 S. Water St., Silverton, OR 97381
Application Dates	<ul style="list-style-type: none">• Open – December 8, 2023• Position open until filled• Second Review January 22, 2024
To Apply	Please visit www.silverton.or.us/jobs for application materials and complete job description. Applicants should attach all the following and submit to HR@silverton.or.us or deliver to City Hall: <ol style="list-style-type: none">1. Completed City of Silverton Employment Application2. Cover letter3. Resume4. Copies of required licenses and/or certifications5. Preference will be given to candidates with Municipal Infrastructure Experience
Veterans' Preference	Candidates eligible for Veterans' Preference must complete a City Veterans' Preference Form (available with City of Silverton Application) and include appropriate documentation to receive Veterans' Preference points.

Our Mission is to provide exceptional public service that ensures safety, maintains infrastructure, preserves our unique heritage, and protects our natural resources, while proactively pursuing emerging opportunities to enhance our quality of life.

We have a vision for Silverton in 2035, we envision a Silverton that honors its history, traditions, and heritage, embraces diversity, encouraging thoughtful change while celebrating our past, present and future. Our future Silverton is a connected community with broad citizen engagement, a clear vision for the future, and a detailed plan of action to achieve it. We envision a Silverton with a strong economy and viable, locally owned businesses, carefully balancing economic growth with our continued small-town livability, quality of life and affordability. Our Silverton is guided by a comprehensive plan for our future growth, with strong leadership, meaningful public involvement, informed decisions, and agreement on our community's key directions. We envision a Silverton that meets the basic needs of all of its residents, including quality jobs, affordable housing, accessible health care, and community safety. Education in our Silverton is a top priority for the entire community, providing our students with the best start in life, driving our community's progress, and shaping its future.

Nestled in the heart of the Willamette Valley, the City of Silverton is a historic town with a population of 10,687. Always an agricultural center, it is now described as Oregon's Garden City. Silverton is known for its historic downtown, gardens, restaurants, antique boutiques, art galleries, shops, and numerous churches. The City of Silverton hosts several festivals throughout the year that celebrate culture with painters, players, poets, and musicians all taking center stage in community life. Citizens truly appreciate and enjoy the small town feel that Silverton offers. The City's countryside is rich with history and adventure too. Family farms, nurseries and wineries offer opportunities to pick berries, apples, or peaches, find a Christmas tree, or taste wine from the local vineyards.

Just four miles to the north is Mt. Angel, home to the renowned Oktoberfest. Iverson Farms, home of the Wooden Shoe Tulip festival, is down the road. Salem, the state's capital, is 11 miles to the west. To the south you will find some of Oregon's finest recreational activities. Silver Falls State Park, the largest state park in Oregon, is home to ten waterfalls and

offers hiking, biking, and riding trails, camping, and swimming. You can always enjoy big city amenities in Portland just 45 minutes away.

Our Mission is to provide exceptional public service that ensures safety, maintains infrastructure, preserves our unique heritage, and protects our natural resources, while proactively pursuing emerging opportunities to enhance our quality of life. Come join our team and help us maintain our mission and move forward toward our vision!

The City of Silverton is committed to building a community where people thrive, have a sense of safety, connection, and belonging, so everyone is honored and celebrated for the richness in diversity they bring. We encourage applicants of diverse backgrounds and lived experience to apply.

Position Summary: (Refer to the job description for a detailed list of duties and working conditions)

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.

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.

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 which 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. **Knowledge Required**
- Principles and practices of civil engineering and development activities.
- Design, construction, and maintenance procedures for public works facilities including transportation, utilities and storm drainage.
- Demonstrated success in managing Public Works Projects.
- Modern office procedures and equipment.
- Modern construction methods and materials and inspection techniques.
- Other duties as assigned.

Please see the job description for more detailed information.