



## City of Greenwood – Community Development Services Project Manager

<b>Job Title:</b>	Project Manager	<b>Job Category:</b>	Exempt
<b>Department/Group:</b>	Community Development Services (CDS)	<b>Job Code:</b>	
<b>Location:</b>	City Center 300 South Madison Avenue Greenwood, IN 46142	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	City Engineer
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Responsible to support the planning, design, construction, management, and delivery of City infrastructure projects and programs. This position is responsible for the administration, design, and management of multiple engineering projects, contracts, and consultants under the supervision of the City Engineer.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Research and identify opportunities to seek available infrastructure grants. Prepare applications for programs in which the City may qualify for funding.
- Responsible for planning for infrastructure improvement projects including; evaluating needs, developing long-range plans, inspecting and surveying project sites, reviewing and assessing data, identifying environmental, right-of-way, and utility challenges, preparing cost estimates, and writing scoping studies.
- Procure, review, and manage contracts with consultants for design, inspection, testing, right-of-way, environmental, and other services.
- Prepare cost estimates, bid documents, and specifications for local infrastructure projects. Procure bids and construction contracts for these projects.
- Manage the design of infrastructure projects including; oversight of design consultants, making decisions regarding design, maintaining project schedule, review of plans, bid documents, specifications, and cost estimates, and construction contract procurement.
- Continue management of infrastructure projects through construction. Inspect City infrastructure projects during and after construction to ensure compliance with project plans and specifications.
- Assists in the acquisition of easements and right-of-way for City projects.
- Assist in the review of infrastructure improvements on new development as a member of the Technical Review Committee.
- Works with the City Engineer, Legal, and other City Departments to regularly update the ADA Transition Plan. Directly manages the ADA Transition Plan Inventory of Barriers.
- Manage and keep up-to-date the City’s pavement Asset Management Program.
- Create and manage an asset management program for trails and sidewalks. Seek available funding and grants for the planning, design, and implementation of trails, sidewalks, and alternatives modes of transportation.

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- Provide technical project support to all City departments and coordinates projects with other government agencies.
- Receive inquiries and complaints and directs to appropriate person or department. Provides follow up as needed.
- Attend, participate, and conduct public hearings/meetings as required.
- May be requested to prepare and make public speeches and presentation.
- Supports the City Engineer in performance of duties.
- Performs other duties as assigned.

**Job Requirements:**

- **Education:** Bachelor Degree in Civil Engineering, Construction Management, Civil Engineering Technology, or related field.
- **Experience:** 5+ years of experience in roadway design and project management. Knowledge of small structures and bridges is a plus.
- **Certification:** Professional Engineer registered in the State of Indiana preferred.
- **Skills and Abilities:** Working knowledge of and ability of computer and computer software. Ability to work on several tasks at the same time, plan and layout assigned work projects, work along and with others in a team environment with minimum supervision. Ability to compute and calculate results, read and interpret prints, sketches, specifications, and prepare details reports as required. Working knowledge of various funding sources. Ability to prepare and make public speaking presentation. Ability to serve on 24-hour call and respond swiftly, rationally, and decisively to emergency situations. Ability to regularly work under stressful conditions, extended hours, occasionally work evening and/or weekend hours, and occasionally travel out of town, sometimes overnight. Possession of a valid driver’s license and demonstrated safe driving record.
- **Physical:** Must be able to sit for long periods of time and be able to lift up to 25 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By:**