

JOB DESCRIPTION

Title: Project Manager
Department: Public Works
Reports to: Director of Public Works
Pay Grade: 45.5
Date Adopted: 2024
Previous Revision Date:
Last Revision Date: September 2024

Type: Full Time
 Part Time
FLSA: Exempt Salary
 Non-Exempt Hourly
Union: Yes
 No

Job Summary:

Performs supervisory guidance with contractors and technical work pertaining to GIS, AutoCAD, land surveying and code enforcement in all city departments including: street, water system, sanitary sewer, storm sewer, landfill, airport, parks & recreation, police, fire, and building & zoning.

Essential Functions:

- Proofread construction plans & legal plats
 - Provide project field oversight and prepare project cost estimates.
 - Maintain and update City of York GIS program
 - Ability to operate GPS equipment that will be used in the City's GIS program
 - Plan, direct and review the projects of the Public Works Departments, including: water/wastewater; construction inspection; street maintenance; traffic operations and other projects
 - Perform inspections in relation to the city's Storm Water Pollution Prevention Plan & Spill Preventions Control & Countermeasure plans.
 - Perform sidewalk & street inspections
 - Meet with the public in small and large groups to discuss City policies & practices
 - Review new subdivisions and assists in preparations of all related reports and documentation; check for error in closure of right-of-way dedication
 - Using excellent customer service skills, establish and maintain an effective working relationship with members of the general public
 - Operate a motor vehicle to assist in carrying out the business of the city
 - Evaluate and manage the performance of all firms, contractors, and sub-contractors hired by and working within the City of York
 - Perform other related duties as assigned
-

Education and Special License(s)/Certifications:

- Degree in Public Administration, Urban Planning, Engineering or related field
 - Relevant work related experience will be acceptable
 - Experience using ArcGIS, AutoCAD and Microsoft Office suite
-

Experience:

- Interpret and apply Federal, State, and local policies/procedures and laws/regulations
 - Analyze problems, identify alternative solutions, and implement recommendations in support of goals
 - Coordinate proper design methods with governmental requirements and construction methods to obtain the best overall project results for the least possible price
 - Prepare and submit clear, concise, and accurate reports either oral or written
 - Establish and maintain effective working relationships with subordinates, employees, government officials and the general public
-

Skills:

- Pertinent Federal, State and local laws, codes/regulations
 - Materials, methods and procedures applicable to construction
 - Knowledge of GIS, GPS systems and software
-

Physical Requirements:

- Ability to physically negotiate and inspect all types of construction sites
 - Perform light physical work and be able to lift and carry up to 25 pounds
 - Possess hand/eye/foot coordination adequate to use office equipment and operate a vehicle
 - Ability to stand, walk, sit, climb, bend, kneel, twist, crawl, reach, grasp, pinch, push, pull and perform similar body movements
-

Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

[**Click to Apply**](#)