



Employment Opportunity

Utilities Project Manager – Bureau of Utilities

\$25.74 hourly salary (Grade C13)

40 hour position with full benefit package

Apply By: Friday, October 26, 2018

GENERAL RESPONSIBILITIES Plans and coordinates activities for operations projects, capital improvement projects, and emergency repairs for water distribution, water treatment, wastewater collection, and wastewater treatment systems under the direction of the Bureau Chief and in accordance with federal, state and local laws and regulations to ensure that project objectives are accomplished within scheduling, funding and contractual parameters.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Coordinate planning, design, and construction of operations projects and capital projects to ensure that project goals are accomplished
2. Coordinate contracts directing consultants on design needs and changes, construction milestones, and functionality
3. Monitor project budget, schedule, and procurement of design and construction services for assigned projects
4. Review and submit for approval: design/construction contracts, purchase orders, change orders, technical service contracts, bid documents, briefing papers, and requests for payment
5. Provide support to inspectors and perform quality control/assurance inspections during construction phase of assigned projects
6. Monitor contractor work for exactness, neatness, and conformance to project documents and requirements
7. Prepare reports for assigned projects to ensure that objectives are accomplished within time, funding and contractual parameters
8. Assist superintendents with the coordination of emergency response efforts related to the water distribution and wastewater collection systems
9. Apply principles, practices, laws and regulations to study, develop and standardize procedures and policies to improve efficiency and ensure continuous and safe operation of water and sewer facilities
10. Develop and maintain project and budget management databases
11. Monitor bureau operating and capital budgets
12. Report to work outside of normal work hours for emergency operations

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Engineering, or Construction Management

OR

2. Five years of experience in construction management or site superintendent

A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES REGISTRATIONS

1. Valid driver's license

A Carroll County Government job application is required for this position

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 10/4/18
(19-25)

Carroll County is an equal opportunity employer