

City of Greenwood – Community Development Services Project Manager

Job Title:	Project Manager	Job Category:	Exempt
Department/Group:	Community Development Services (CDS) – Engineering Div.	Job Code:	
Location:	City Center 300 South Madison Avenue Greenwood, IN 46142	Travel Required:	Yes
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Deputy Mayor/ City Engineer
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible to support the planning, design, construction, management, and delivery of City Infrastructure Projects and Programs along with Involvement in Private Development Plan Review and Coordination of the same through construction. This position is responsible for involvement in the administration, design, and management of engineering related projects, contracts, and consultants, along with involvement in several private plan developments; all under the supervision of the Deputy Mayor/ City Engineer.		

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.
- Procure, review and manage contracts with consultants for design, inspection, testing, right-of-way, environmental and other services in coordination with other City personnel.
- 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 in coordination with other City personnel, maintaining project schedule, review of plans, bid documents, specifications, and cost estimates, and construction contract procurement.
- Management of infrastructure projects through construction. Inspect City infrastructure projects, as needed, during and after construction to ensure compliance with project plans and specifications.
- Coordinate, review and approve/ process invoicing for City infrastructure projects.
- Assists in the acquisition of easements and right-of-way for City projects.
- Assist in the review of infrastructure improvements/ plans, per City ordinances, for new residential, commercial, industrial development as a member of the City's Technical Review Committee and assist, as needed, with Board of Public Works and Safety submittals and agenda items and review of the same.
- Works with the Deputy Mayor, 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.
- Provide technical project support to all City departments and coordinates projects with other government agencies.

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- Receive and respond to inquiries and complaints from the public and direct to appropriate person or department. Provides follow up as needed.
- Attend, participate, and conduct public hearings/meetings as required.
- Supports the Deputy Mayor, City Engineer and other engineering staff in performance of duties.
- Performs other duties as assigned.

Job Requirements:

- **Education:** Bachelor's Degree in Civil Engineering, Construction Management, Construction Technology, Civil Engineering Technology, or related field.
- **Experience:** 2+ years of experience in roadway design, drainage infrastructure and project management along with experience in municipal government. 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. This position is geared almost entirely toward the office work environment, field work is only on an as needed basis. Ability to compute and calculate results, read and interpret prints, sketches, specifications, and prepare detailed reports as required. Working knowledge of various funding sources. Ability to prepare and make public speaking presentations. 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 Name Printed: _____

Employee Signature: _____

Date: _____

Approved By: