



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PUBLIC WORKS PROJECT MANAGER		
Department:	Public Works		
Supervisor:	Public Works Director		
Date:	November 2016, Revision 1	Position No.	PW/3
FLSA Status:	Non-Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for overseeing public works projects, bid preparation, GIS system and other duties to help with the organization and implementation of work performed by the public works department.

Job Scope:

The purpose of this position is to oversee the construction, maintenance, and repair of public works infrastructure. Successful performance helps ensure department compliance with state and federal laws and regulations.

Essential Duties and Responsibilities:

1. Oversees public works projects such as but not limited to street construction, sanitary sewer improvements, recycling, and composting.
2. Communicates with citizens to explain operations, assess concerns, and provide information to the public.
3. Develops and administers the city's street improvement projects.
4. Creates and maintains effective relations with employees and customers.
5. Oversees the update and maintenance of the City's GIS program.
6. Assists with developing the Capital Improvement Budgets.
7. Prepares bid specifications for major equipment purchases.
8. Investigates complaints and recommends corrective actions as needed.
9. Prepares daily, weekly, and monthly activity reports.
10. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Bachelor's degree in Construction Management or Project Management or related field from an accredited college
2. 3 years of experience in a related field
3. Missouri driver's license.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of safety standards and regulations.
2. Knowledge of environmental protection rules and regulations.
3. Knowledge of accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.
4. Knowledge of city and department policies and procedures.
5. Knowledge of street maintenance techniques.
6. Skill in problem solving and decision making.
7. Skill in performing mathematical calculations.
8. Skill in maintaining records.
9. Skill in using a computer and standard office equipment.
10. Skill in oral and written communication.

Guidelines:

1. City and department policies and procedures.
2. City, state, and federal statutes, regulations, and guidelines regarding streets, traffic, and storm water/wastewater transmission systems.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to overseeing Public Works Projects. Extensive contact with the public contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. Vendors, contractors, citizens, business leaders, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Senior Engineer Technician (1), and indirect supervision over various others working for the City of Sedalia

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer.