



## **Project Manager**

EEO Class Code: First/Mid Offs & Mgrs.

Union Status: Unclassified

FLSA Code: Exempt

# **The Town of Pembroke Park Job Description**

**Department:** Public Service

**Supervises:** None

**Position Reports To:** Assistant Public Services Director

**Sworn:** No

## **Job Specifications**

### **NATURE OF WORK**

The Project Manager will supervise development and implementation for a variety of capital improvement and beautification projects within the Public Service Department and the Town of Pembroke Park. Work involves managing, coordinating, and maintaining project goals, objectives and expenses. Duties include but are not limited to, managing project budgets and planning and preparing related reports and documents, ensuring project compliance with applicable regulations and mandates; and regularly interacting with a wide variety of individuals, companies and organizations associated with these projects.

### **ILLUSTRATIVE TASKS**

Tasks required of those in the position of Project Manager include but are not limited to:

- Plans each project by reviewing the scope of the project and its needs with Town management and applicable departments.
- Manages community projects coordination, inspecting all project phases including design, scope of work, cost estimating, contract administration and budgets.
- Assesses progress and compliance with plans and specifications, developing solutions when problems and questions arise, and coordinating with contractors to implement plans.
- Reviews submittals of completed projects and prepares close-out documents.
- Develops cost estimates for project budgets.
- Requests purchase orders and processes pay applications for projects.
- Prepares and processes purchase orders.
- Works closely with the purchasing division to create RFP/RFQ documents and subsequent contracts as needed for community projects.

- Attends meetings regularly with Town management and applicable departments to discuss special project needs, prepare a scope of projects and appropriate documents, coordinating activities to implement projects and monitor the progress of each.
- Attends Town and Board meetings as needed to provide project updates.
- May serve as a staff liaison to Town Boards as needed.
- Respond to customer inquiries.
- In the state of emergencies have the responsibility to collect required documentation for emergency grants and reimbursement requirements.
- Assisting with the coordination of Town events and other activities.

## **KNOWLEDGE, ABILITIES AND SKILLS**

The Project Manager should have experience with:

- Proven ability to lead negotiations with consultants, other agencies, and stakeholders to procure resources and formalize cooperative relationships that achieve project goals.
- Excellent oral and written communication and project management skills.
- Ability to read and comprehend construction plans, estimates and specifications.
- Ability to work well within a team environment and demonstrate strong leadership skills.
- Strong understanding of administration of finances associated with project management, i.e. cost estimation and budgeting.
- Ability to exercise flexibility in accommodating shifting priorities, demands, and schedules.
- Standard office procedures, practices, and methods.
- Proficiency in Microsoft Office Suite.

## **MINIMUM REQUIREMENTS**

- Bachelor's Degree in Project Management, Construction Management Social Sciences, Public Administration, Engineering, Architecture, or related field is required.
- Master's Degree in related field preferred.
- At least three (3) years of related experience.
- An equivalent combination of education and experience may be considered.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

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

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events, projects, and emergencies.