



## Project Manager Environmental Management

EM/3-438

### JOB SUMMARY

This position is responsible for the management of a variety of capital improvement program (CIP) and Special Purpose Local Option Sales Tax (SPLOST) projects, including stormwater, transportation, and solid waste.

### MAJOR DUTIES

1. Manages multiple projects; writes and executes project plan design scenarios, schedules, equipment specifications, etc.; plans project life-cycle execution using accepted project management methodologies.
2. Monitors project progress by reviewing design documents, work-in-progress, participating in strategy development, and conducting meetings and field inspections.
3. Develops tasks and milestones for projects; tracks progress against schedules.
4. Manages project files, including the preparation and filing of meeting minutes, communication logs, photographs, drawings, engineering reports, and invoices.
5. Manages assigned project resources as necessary to meet all project goals.
6. Maintains compliance with federal, state, and local requirements.
7. Prepares technical reports, project summaries, project status reports, changes, and other reports.
8. Communicates with property owners, consultants, contractors, the Georgia Department of Transportation, state agencies, and other parties; serves as liaison between contractors, vendors, department heads, county administrators, and county employees.
9. Prepares invitations to bid, requests for proposals, project estimates, projects specifications, and associated contract documents.
10. Investigates and responds to questions and complaints related to SPLOST projects.
11. Reviews technical drawings and specification to coordinate planning and construction; provides problem-solving and value engineering concepts to maximize project efficiency.
12. Administers all aspects of project contracts established with outside contractors and vendors.
13. Designates the appropriate allocation of resources and support for project completion.
14. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of Geographic Information System (GIS) software and hardware.
2. Knowledge of surveying, engineering, and construction principles and practices associated with the implementation of stormwater, transportation and other Public Works projects.
3. Knowledge of federal, state, and local laws related to building construction, transportation, and environmental issues.
4. Knowledge of transportation and environmental planning.
5. Knowledge of computer aided design and drafting (CADD), photo-editing, and scheduling software.
6. Skill in the use of computers and job-related software programs.
7. Skill in budget preparation and management.
8. Skill in maintaining project files.
9. Skill in oral and written communication.
10. Skill in preparing and making presentations.
11. Skill in problem solving and decision making.
12. Skill in reading construction drawings and specifications.

### SUPERVISORY CONTROLS

The Assistant Environmental Management Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include federal, state, regional, and local laws, codes and polices related to environmental protection, transportation, safety, building, and development and technical manuals and policy papers issued by professional organizations and federal agencies. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied project management duties. The necessity of interpreting complex rules and regulations and of explaining those rules to the general public contributes to the complexity of the position.
- The purpose of this position is to manage department projects. Success in this position ensures compliance with federal, state, and local regulations, the protection of natural resources, and the effective maintenance of stormwater infrastructure.

## **CONTACTS**

- Contacts are typically with other county personnel, engineers, surveyors, architects, contractors, developers, elected and appointed officials, environmentalists, civic organizations, planners, realtors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate or influence persons, or to communicate complex information in a simplified manner.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- This work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. This position requires moderate to high strength, dexterity and endurance. Typical activities include traversing undeveloped land through undergrowth, inspecting stormwater infrastructure (pipes, manholes, bridges, detention ponds, etc.). The work occasionally requires lifting, carrying and setting weights up to 80 pounds such as removing and replacing manhole lids.
- The work is typically performed in an office or outdoors working across the range of year-round temperatures which may expose the employee to inclement weather.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- This position has direct supervision over the Project Analyst (1).

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Must obtain Georgia Soil and Water Conservation Commission Level II Qualified Plan Reviewer, Georgia Soil and Water.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

## Project Manager, Environmental Management

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the position.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three to five years. Hydrology and hydraulics and construction experience is required. Experience with cost estimation is preferred.
- Strong competency in using Microsoft Office or equivalent software, plus working knowledge of CADD and GIS software.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Designation as a Professional Engineer, Engineer in Training, or Project Management Professional desired.