JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Manager</th>
</tr>
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<tbody>
<tr>
<td>Department:</td>
<td>Engineering</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>City Engineer</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>12/02/04</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a professional engineering position within the Engineering Department. This employee assists the City Engineer and Assistant City Engineers with administrative and technical duties in the areas of planning, design, plan preparation and construction of public improvements relating to capital projects and new development. Work is often technical in nature; however, supervisory engineers are available to assist in the decision-making process. The Project Manager provides direction and supervision to subordinates engaged in survey, design, construction, inspection, and related work. General objectives are determined by the City Engineer; direction and review is provided by the Assistant City Engineers and City Engineer.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Responsible for the data gathering, design and preparation of plans and specifications of various public works projects and programs.
- Assists with the maintenance of required records and makes necessary reports related to public works projects and new development activities.
- Completes research studies and compilation of comprehensive reports.
- Prepares plans, estimates, inspection reports, contract documents and related materials for public works projects and programs.
- Utilizes computer aided drafting and design programs for public works project plan preparation regarding layout and design.
- Utilizes information, equipment and software associated with a Pavement Management Program.
- Operates transits, levels, total station equipment and GPS equipment in performing location, topographic and construction layout survey work as well as data collection for public works projects and GIS implementation.
- Locates property corners and lot lines and references permanent markers and may determine ownership and description for public works projects and programs.
- Creates special assessment plats and schedules for public works projects and programs.
- Conducts quality control tests and inspections to insure public improvements are being installed, reconstructed or repaired in compliance with applicable ordinances, specifications and standards.
- Assists with the review of plats, plan of improvements, storm water reports, and related subdivision submittals for compliance with city design standards and ordinance requirements.
- Assists with the review of building permit applications and site plan submittals for compliance with city standards and ordinances.
- Supervises subordinates in the inspection and administration of public improvement construction related to public works projects, programs and new development.
- Cooperates with other departments, developers, contractors, consultants and outside agencies relative to development issues, public works projects and programs.
- Develops, prepares and administers the city sidewalk programs.
- Investigates and response to citizen requests regarding engineering and related issues.
- Performs related work as required.
REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Thorough knowledge of modern principles and practices of civil engineering as applied to the planning, administration, design, construction and maintenance of public works projects and programs.
- Thorough knowledge of modern principles and practices of civil engineering as applied to the preparation of plans and specifications for a variety of public works projects.
- Thorough knowledge of modern principals, practices and techniques of engineering drafting including computer-aided drawing for a variety of public works projects and programs.
- Thorough knowledge of modern principles, practices, methods and techniques of land surveying for a variety of public works projects and programs.
- Thorough knowledge of modern CIS/GPS principles, practices, methods and techniques for a variety of public works projects and programs.
- Ability to plan, direct, coordinate, and control the activities of subordinate personnel.
- Ability to adapt approved engineering methods and standards to the planning, construction and maintenance of public works projects and programs.
- Ability to establish and maintain effective working relationships with fellow employees, representatives of other agencies, civic groups, and the general public.
- Ability to express ideas clearly and concisely, orally and in writing.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and general public by telephones, two-way radios, written format and face-to-face.
- Ability to produce precise and comprehensive drawings, maps and construction plans.
- Ability to operate levels, transits or total stations and GPS survey equipment.
- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unleveled grades and heavily vegetated areas for the purposes of site review, bridge and construction inspections and surveying.
- Physical ability to perform inspections and quality control tests of asphalt, soil, aggregates, concrete and other construction materials. Work may involve walking long distances, climbing in and out of trenches or sewer pipes, digging with shovels and carrying equipment and test samples.
- Ability to bend stoop and lift and carry up to 75 pounds for sampling and testing of construction materials.
- Ability to lift and pound hubs into the ground with an eight-pound sledge hammer.
- Ability to operate computer keyboard and calculator.
- Ability to perform mathematics necessary for civil engineering calculations.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Graduation from an accredited four-year college or university with major course work in civil engineering or similar related field.
- A minimum of two years of experience in municipal engineering or professional civil engineering work preferred.
- Must be registered as a Professional Engineer with the State of Iowa Engineering and Land Surveying Examining Board in the field of Civil Engineering or able to obtain registration within six (6) months of employment.
- Work experience using AutoCAD Civil Series 2000 or higher, Microsoft Word and Excel preferred.
- Must have valid Iowa driver's license.
## WORKING CONDITIONS

*List working conditions for this position:*

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

## REQUIRED BACKGROUND CHECKS

*List working conditions for this position:*

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical