City of Forsyth

Job Description

JOB TITLE: Project Manager

POSITION: 800-803

FLSA STATUS: Exempt

REPORTS TO: Economic Development Director

**JOB SUMMARY:**

The Project Manager is responsible for managing all phases of planning, design, and/or development of capital improvements and other assigned projects from conception to completion. Oversees, coordinates, organizes, and collaborates with developers, project engineers, consultants, contractors, and other agencies regarding facility and infrastructure development and permitting. Navigates and troubleshoots project-related challenges, conducts a variety of research and analysis to prepare exhibits and grant proposals, prepares and delivers presentations, and reports to a variety of audiences. Work is performed independently under the general supervision of the Economic Development Director.

## QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

* Manages large or significant public infrastructure and economic development projects from planning to closeout to ensure compliance with all city standards and regulations.
* Develops detailed project plans, including timetables for project completion.
* Develops RFPs and RFQs and works with engineers and architects to develop scopes of work and project cost estimates.
* Meets with consulting engineers, contractors, and construction personnel regarding any problems with construction safety and the quality of work being performed.
* Attends First Step Meetings to streamline and coordinate city projects with new developments.
* Assists the Economic Development Director with the management of business recruitment and retention activities.
* Assists the general public, provides information, and addresses concerns and complaints; answers inquiries and provides information on projects and documentation; participates in public meetings.
* Reviews cost estimates at various stages of construction for validity and approval; approves payments to contractors and approves change orders; prepares and presents reports on the status of projects.
* Coordinates work activities of assigned projects; organizes and prioritizes project strategies; monitors the status of work in progress, inspects completed work, and troubleshoots problem situations; coordinates work activities with those of other departments, contractors, outside agencies, or others as needed.
* Reviews change orders for additional and/or unforeseen construction, maintenance, and repair needs.
* Assists with other special projects and programs of the City of Forsyth as directed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Project Manager must be knowledgeable of the following principles, procedures, and concepts:

* Knowledge of principles and practices of project management, including scope development and tracking, organization planning, scheduling, budgeting, risk management, and conflict management.
* Knowledge of state laws and policies, particularly those superseding local control.
* Knowledge of principles and techniques of economic and industrial development.
* Knowledge of governmental regulatory codes and construction methods pertaining to infrastructure development and building construction.
* Ability to establish and maintain project guidelines, schedules, and work records.
* Ability to read and interpret construction plans and specifications and to recognize deviations from such plans in the construction process.
* Ability to manage multiple tasks under strict deadlines.
* Ability to communicate effectively, both orally and in writing.
* Ability to establish and maintain effective working relationships with government officials, other employees, citizens, developers, business leaders, and others.
* Skill in the operation of a personal computer, including the Microsoft Office software suite, and basic skill in the use of printers, scanners, and fax machines.
* Skill in project management software.

## MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

Completion of a bachelor’s degree in business or public administration, economics, political science, urban planning, marketing, public relations, or a related field and at least two years of related experience in project management, economic development, or planning and zoning administration; or any equivalent combination of education and experience which provides the requisite knowledge, skills, and abilities for this job. Experience in the public sector is highly desirable.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

**TRAVEL:**

The Project Manager travels frequently throughout the City of Forsyth and is sometimes required to travel to various locations throughout the state for meetings, conferences, workshops, etc.

*(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS*

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The employee must meet the physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.This position requireslight-to-medium demands with regular periods of sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, work is typically performed in an office and outdoors while inspecting projects or work sites. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional inclement weather.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Forsyth to explain the essential duties that I am expected to perform.*

*Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*