

## TOWN OF COLCHESTER

### JOB DESCRIPTION

<b>Position:</b>	<b>Project Manager</b>		
<b>Reports to:</b>	<b>Director of Public Works</b>	<b>Department:</b>	<b>Public Works</b>
<b>Classification:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>June 2025</b>

**JOB FUNCTION:** The Project Manager provides project management services for the design and construction of public improvement projects. This position has responsibility for performing all phases of project management including design, permitting, right-of-way acquisition, bidding and construction. Projects include wastewater, stormwater, public buildings, vehicle purchases, streets, highways and bike/pedestrian paths.

**DISTINGUISHING CHARACTERISTICS:** The Project Manager will provide professional management services associated with Town of Colchester public improvement projects. Expectations for this position include task and dependency analysis, visual organization of work, task estimation, and overall project time estimation, excellent communications skills, and the ability to organize, coordinate and manage numerous projects at different stages.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties below are illustrations of the types of work that may be performed.

- Prepares bid documents and technical specifications for engineering and design services in support of public improvement projects. Prepares bid documents, technical specifications and construction documents for public improvement projects.
- Administers bid phase services for engineering and construction services; formulates contract award recommendations to the Public Works Director.
- Manages the engineering and design phases of public improvement projects; reviews all work products to ensure integration of all project goals and objectives and adherence to specifications and standards; manages project schedule to ensure completion consistent with departmental and contractual goals; reviews and processes pay requisitions and recommends payment to the Public Works Director.
- Identifies and obtains all necessary local, state and federal permits for projects, to include, but not limited to; Act 250, Stormwater, Wastewater, Water Supply, U.S. Army Corps of Engineers, Wetlands, Rare, threatened and Endangered, Historical Preservation, Labor and Industry and all relevant local approvals.
- Identifies all easement and right-of-way requirements for public improvement projects; works with Town's Attorney in the preparation of draft and final easement documents, presents and

negotiates easement and right-of-way agreements with affected property owners; files and records all easement and right-of-way documents with local and state authorities.

- Manages construction phase of public improvement projects; conducts regular job meetings; coordinates management efforts with inspection services provided by Town Engineering staff; manages overall project schedule to ensure completion in accordance with contract requirements; identifies the need and defines the details associated with design changes, change orders, contract amendments, and makes recommendations to the Public Works Director.
- Reviews and processes pay requisitions and recommends payment to the Public Works Director.
- Manages project punch lists and project closeout documents, including the submission of as-built plans.
- Perform other duties as assigned by the Director, which will be broad ranging.

### **DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:** Critical Path Management procedures; design and construction practices; bid phase and construction documents; environmental, utility and construction permitting, easement and right-of-way acquisition process, budget and project financial management, operation and use of computer applications typically used within the public works field.

**Ability to:** Manage multiple phases of multiple projects simultaneously and complete them on time and within budget; manage consultant design services to achieve departmental goals, objectives and standards; identify and obtain all required local, state and federal permits; identify all easement and right-of-way needs and secure the necessary rights prior to construction, effectively communicate and maintain an affective working relationship with multiple consultants, contractors and regulatory agencies.

### **Training and Experience:**

Bachelor's degree and four years of construction and project management experience. However, a combination of training, education and experience that demonstrates the required knowledge, skills, and abilities may be qualifying in lieu of a degree. Requires a valid driver's license.

**Physical Requirements:** These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Ability to Move Distances	<input type="checkbox"/> Lifting (specify)
<input checked="" type="checkbox"/> Color Perception	Within and Between	<u>20</u> Pounds
<input checked="" type="checkbox"/> Hearing/Listening	Facilities/Offices	<input type="checkbox"/> Carrying (specify)
<input checked="" type="checkbox"/> Clear Speech	<input type="checkbox"/> Climbing	<u>20</u> Pounds
<input checked="" type="checkbox"/> Touching	<input type="checkbox"/> Ability to Mount and	<input checked="" type="checkbox"/> Driving (local/over
<input checked="" type="checkbox"/> Dexterity	Dismount Equipment	the road)
<input type="checkbox"/> Hand	<input checked="" type="checkbox"/> Pushing/Pulling	Other _____
<input type="checkbox"/> Finger	<input checked="" type="checkbox"/> Typing	_____
<input checked="" type="checkbox"/> Standing		_____
<input checked="" type="checkbox"/> Sitting		

#### **Mental Reasoning Requirements:**

<input checked="" type="checkbox"/> Reading - Simple	<input checked="" type="checkbox"/> Writing-Complex	<input checked="" type="checkbox"/> Analysis/Comprehension
<input checked="" type="checkbox"/> Reading – Complex	<input checked="" type="checkbox"/> Clerical	<input checked="" type="checkbox"/> Judgment/Decision Making
<input checked="" type="checkbox"/> Writing – Simple	<input checked="" type="checkbox"/> Basic Math Skills	<input checked="" type="checkbox"/> Stress

#### **Work Environment:**

<input checked="" type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Outside	<input checked="" type="checkbox"/> Pressurized Equipment
<input checked="" type="checkbox"/> Works Alone	<input checked="" type="checkbox"/> Extreme Heat	<input checked="" type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	<input checked="" type="checkbox"/> Extreme Cold	<input type="checkbox"/> High Places
<input checked="" type="checkbox"/> Verbal Contact w/Others	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	<input checked="" type="checkbox"/> Mechanical Equipment	<input checked="" type="checkbox"/> Hazardous Materials
<input checked="" type="checkbox"/> Inside	<input checked="" type="checkbox"/> Electrical Equipment	<input checked="" type="checkbox"/> Dirt Dust

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such change.