

## PROJECT MANAGER

The City of Harrisburg is accepting applications for a Project Manager in the Department of Parks, Recreation and Facilities. The Project Manager reports directly to the Facilities Director and will assist with the oversight of the City of Harrisburg's Parks and Facilities projects and their budget management. Lead and assist in development of projects and programs that will establish quality objectives in multiple departments, including parks maintenance, facilities maintenance and parks and recreation. Interface directly with managers, employees, vendors and others to clearly define project requirements and expectations. Manages projects to ensure they are administered in a timely and cost-efficient manner and according to grant requirements. Reviews specifications for equipment upgrades, new equipment, building improvements and capital projects. Researches job scopes and costs and communicate such needs and strategies to the Facilities Director to coordinate best budgetary solutions. Assists with supervising contractors, subcontractors and professional consultants related to managing city assets. Projects may include, but are not limited to the maintenance, expansion and creation of recreational facilities throughout the City, researching and securing grants. Knowledge of general construction, safety and building codes. Collaborates with engineers, architects and construction personnel, as well as, participating contractor selection. This is a management, FLSA-exempt position.

Qualified applicants will have Associates Degree in related field. Three (3) or more years of experience as a supervisor. Any other combination of training and/or experience which can be demonstrated to result in the possession of knowledge, skills and abilities necessary to perform the duties of the position will also be considered. A Pennsylvania driver's license, class C, or equivalent is also required.

The annual salary range is \$50,000 to \$60,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (electronic submission preferred)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov/careers/](http://www.harrisburgpa.gov/careers/)

**Job Title****Grade: M-16**

Project Manager  
*Department of Parks, Recreation and Facilities*

**Definition**

The Project Manager reports directly to the Facilities Director and will assist with the oversight of the City of Harrisburg's Parks and Facilities projects and their budget management. Lead and assist in development of projects and programs that will establish quality objectives in multiple departments, including parks maintenance, facilities maintenance and parks and recreation. Interface directly with managers, employees, vendors and others to clearly define project requirements and expectations. Manages projects to ensure they are administered in a timely and cost-efficient manner and according to grant requirements. Reviews specifications for equipment upgrades, new equipment, building improvements and capital projects. Researches job scopes and costs and communicate such needs and strategies to the Facilities Director to coordinate best budgetary solutions. Assists with supervising contractors, subcontractors and professional consultants related to managing city assets. Projects may include, but are not limited to the maintenance, expansion and creation of recreational facilities throughout the City, researching and securing grants. Knowledge of general construction, safety and building codes. Collaborates with engineers, architects and construction personnel, as well as, participating contractor selection.

**Job Location/Equipment**

Office is located in the McCormick Public Safety Building; however, work is performed in City-owned buildings and locations throughout the City. Employee may be exposed to adverse conditions including extreme hot and cold temperatures, inclement weather, loud noise, low light, dirt, dust, fumes, wet areas and confined spaces. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however emergency calls are possible, as is holiday and weekend work on an emergency call in basis.

**Essential Functions**

Work involves, but is not limited to the following: Staying informed of current funding availability, trends and priorities. Liaison between outside entities and City when it comes to projects. Facilitates open communication with other departments in order to meet goals within budgetary guidelines. Works cooperatively with all departments, to include Police and Fire, to ensure that the highest standards of health, sanitation and safety are maintained throughout all City facilities. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Responsible for ensuring positive evaluation results from internal building surveys. Promotes Community and Economic Development by optimizing city sponsored event attendance, increasing the marketing efforts to attract more regional visitors, establishing partnerships and collaborations with community businesses and organizations, collecting and evaluating data on indirect economic benefits to the City. Assists with communication in the community by managing volunteer project events. Assists with quality control checks on all construction that is or has occurred in city structures and parks. Attends after hour meetings for multiple citywide groups. Maintains regular, punctual, and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Completes all assignments in an efficient, consistent and timely manner.

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**Non-Essential Functions**

Performs other related duties as required.

**Required Knowledge, Skills and Abilities**

- Knowledge of building and parks maintenance and functions.
- Ability to perform budgeting, decision making and report development and writing.
- Ability to take initiative and work independently.
- Ability to communicate instructions orally and in writing to various personnel.
- Ability to identify and implement best practices for preventive maintenance and health and safety.
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**Qualifications**

Associates Degree in related field

Three (3) or more years of experience as a supervisor.

Any other combination of training and/or experience which can be demonstrated to result in the possession of knowledge, skills and abilities necessary to perform the duties of the position will also be considered.

Pennsylvania driver's license, class C, or equivalent.