

PROJECT MANAGER

The City of Harrisburg is seeking a highly motivated individual to fulfill the responsibilities of Project Manager in the Department of Engineering and Development, Bureau of Traffic and Engineering. This position is responsible for assisting in the management of various construction projects within the City of Harrisburg. This is a high-level professional and administrative position in the advancement of assigned projects. Subject to the direction of the City Engineer, the Project Manager organizes, plans, and directs project related activities and interfaces with other City departments in the execution of responsibilities. The Project Manager serves as the City's representative on projects during the construction phase. The Project Manager is responsible for obtaining licenses and permits for the construction and operation of the above. The Project Manager also directs and personally carries out dissemination of information to the public concerning the project. This position is a management, FLSA-exempt position.

Qualified candidates will possess a bachelor's degree in Construction Management, Engineering, Architecture, or related field; one to three years of construction or capital project development and project delivery or related experience; experience working as a consultant or managing consultants; experience with or understanding of the structure and function of public utilities; and experience in dealing with regulatory agencies at municipal, county, state and federal levels. Current Professional Engineer License/Registration or Engineer-In-Training Designation is preferred. Other equivalent combinations of experience and training which provide the required knowledge, skills and abilities will also be considered. A valid Pennsylvania Driver's License, Class C or equivalent also required.

The annual salary range is \$55,000 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, without delay, to:

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

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE

**PROJECT MANAGER – DEPARTMENT OF ENGINEERING AND DEVELOPMENT –
BUREAU OF ENGINEERING**

GENERAL STATEMENT OF DUTIES:

Responsible for assisting in the management of various construction projects within the City of Harrisburg. This is a high-level professional and administrative position in the advancement of assigned projects. Subject to the direction of the City Engineer, the Project Manager organizes, plans, and directs project related activities and interfaces with other City departments in the execution of responsibilities. The Project Manager serves as the City's representative on projects during the construction phase. The Project Manager is responsible for obtaining licenses and permits for the construction and operation of the above. The Project Manager also directs and personally carries out dissemination of information to the public concerning the project.

EQUIPMENT/JOB LOCATION:

Work is performed at the McCormick Public Services Center and throughout the City of Harrisburg. Work involves the use of computers, printers, copiers, scanners, telephones, digital cameras, and other technological devices as necessary or required. Work is performed inside and outside with occasional exposure to various types of hazardous conditions including extreme heat and cold, noise and vibrations, odors, dust, toxic conditions and poor ventilation. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position requires flexibility to include availability during evenings, weekends, and occasionally holidays.

ESSENTIAL FUNCTIONS:

Participates in specific aspects of project development, including, but not limited to: project work, project management, construction administration, maintenance audits, site safety, and construction inspections. Provides scheduled and requested reports and project deliverables as needed, including submittal review, progress reviews, assist with final reviews, follow up reviews, the development of punch lists, percentage of work completed, billing percentages, and deficiencies lists. Reviews and approves the submission of applications for licenses or permits to federal, state, and local regulatory agencies. Coordinates the planning for the engineering design and/or construction management of several multidiscipline projects and ensures that work is performed in accordance with established policies, procedures, rules and regulations, and schedules. Acts as a liaison and coordinates technical assistance of consultants, directs contractors, departmental personnel, etc. to ensure proper completion of assigned projects, informs City Engineer of problems and recommends and implements corrective action. Supports designated projects to ensure satisfaction, quality, and timeliness of delivery. Maintains records including contracts, warranty documentation, product submittals, technical reports, bid documents, insurance records, bonds, inspection reports, prevailing wage certifications, invoices and payment applications, change orders, proof of payment, and other project related documentation. Regularly attends meetings of public and private organizations to present project information and answer questions. Manages the activities of project consultants to effect timely

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ESSENTIAL FUNCTIONS (CONT.):

completion of project activities. Responsible for contract administration of the professional services and construction provided to the City. Oversees the development and execution of contracts with equipment suppliers for major project components. Supervises engineers and contractors during the construction of project related facilities. Interfaces with other governmental officials, members of the business community, interest groups, and citizens in conducting project related activities.

NON-ESSENTIAL FUNCTIONS:

Performs all other duties as assigned by supervisory personnel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of sound practices in the administration of professional and construction contracts.
- Ability to establish and maintain effective working relationships with other City officials, outside agencies, and the public.
- Ability to effectively express ideas, concepts, and positions orally and in writing, including public speaking.
- Ability to deal with media inquiries in a manner befitting the project and City's goals.
- Ability to make decisions regarding changes in construction or professional contracts to achieve project objectives.
- Ability to objectively assess situations and apply sound reasoning to problems and implement appropriate actions.

QUALIFICATIONS:

Bachelor's degree in Construction Management, Engineering or Architecture preferred.

One to three years of construction or capital project development and project delivery or related experience required.

Current Professional Engineer License/Registration or Engineer-In-Training Designation is preferred.

Experience working as a consultant or managing consultants.

Experience in dealing with regulatory agencies at municipal, county, state and federal levels.

Experience with or understanding of the structure and function of public utilities.

Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Valid Pennsylvania Driver's License, Class C or equivalent also required.