

GENESEE COUNTY

PROJECT MANAGER (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Engineering Division of the Genesee County Department of Public Works and is responsible for assisting the Assistant County Engineers and Commissioner of Public Works in the planning, implementation, coordination, and supervision of design and construction projects, inspection programs, maintenance permitting, planning, and daily activities of the Department in an office or field setting. Work is performed under the direct supervision of the Assistant County Engineer and general direction of the Genesee County Commissioner of Public Works with leeway allowed for the exercise of independent judgement in planning and carrying out the duties of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

The typical work activities listed below are illustrative only. Incumbents in this title may perform some or all of the following, as well as other activities not described.

Oversees work in progress to ensure compliance with plans, specifications, schedules, estimates, and permitting; Inspects completed work, identifies and reports any deficiencies in workmanship or materials and reviews and recommends change orders;

Coordinates planning, budgeting, scheduling, implementation, and supervision of design and construction projects completed by county personnel, private contractors, design professionals and architects related to water infrastructure, paving and highway improvements, culvert and bridge replacement and rehabilitation, and facility repair, restoration or construction;

Attends all project-related meetings and serves as a liaison between the Commissioner of Public Works, other technical staff, engineers, architects, contractors, utility companies and other vendors;

Assists in the prioritization of project implementation; coordinates with agencies and authorities, as needed, to execute projects efficiently;

Prepares Requests for Proposal (RFP) and related documents and assists in the evaluation and ranking of responses;

Reviews plans, specifications, and bids and assists with the permitting and award of projects;

Makes recommendations to county personnel, consultants, contractors, supervisors, agencies, utility companies and public authorities to solve design and construction related problems;

Assists with preparation of grants, collecting project information, preparing project narratives, gathering letters of support; assists with grant administration and submission of documents required by granting agencies; prepares reimbursements;

Reviews project related invoices for correctness prior to submission or payment; prepares project reimbursement requests; reviews utility meter reads and prepares invoices;

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TYPICAL WORK ACTIVITIES, Cont'd:

Maintains and coordinates project schedules and records, gathers related information and prepares written reports, prepares and provides written and oral report to agencies and the Genesee County Legislature;

Uses computer applications such as spreadsheets, word processing, scheduling, databases, geographic information systems, data collection, work order, email and other construction and project management related software as required to perform the duties of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the principals and practices of modern public works activities including water infrastructure construction and maintenance, road and bridge construction, airport construction, and facility maintenance and construction; Good knowledge of employee health and safety, record keeping, and administrative activities; Ability to research and apply related information; Ability to plan, organize, direct, and review the work of others, often in remote locations; Ability to coordinate, prioritize and integrate the complex work of various consultants, contractors, agencies, utilities, authorities, and department employees; Ability to proficiently utilize modern office and construction software; Ability to communicate clearly both orally and in writing; Good professional judgement; Ability to exercise personal discretion; Initiative; Integrity.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree or higher in either Engineering, Construction Management, Project or Program Management, Business Administration or closely related field and four (4) years of experience in project or program management, construction administration or inspection, or other engineering or construction field.

OR

- B. Possession of an Associate's Degree in either Engineering, Construction Management, Project or Program Management, Business Administration or closely related field and eight (8) years of experience in project or program management, construction administration or inspection, or other engineering or construction field.

OR

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and ten (10) years of experience in project or program management, construction administration or inspection, or other engineering or construction field.

SPECIAL REQUIREMENT: Possession of a valid Class D New York State Driver's License is required at the time of appointment and must be maintained throughout employment.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirements for Appointment: Successful completion of a background investigation may be required prior to appointment.

Non-competitive Class

Adopted 4/15/25

Revised 4/30/25, 5/12/26

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.