

# McCordsville

ESTD  1988

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## Job Description

Title: Project Manager

Department: Engineering

Supervisor: Town Engineer

Status: Full-time, non-exempt, Monday-Friday 8am-4pm (plus occasional evening meetings)

**Purpose of Position:** The Town of McCordsville is seeking qualified applicants for the position of Project Manager- Engineering Department. The position is a permanent full-time non-exempt position. Work hours generally are 8:00 a.m. to 4:00 p.m., Monday through Friday with occasional night meetings.

This position reports directly to the Town Engineer. Under general direction, the Project Manager provides technical support and project content for the preparation of contract administration and procurement documentation required for public project bidding. The Project Manager is responsible for managing complex capital projects, managing the project budget, and providing regular project status updates to Town leadership, state and federal agencies as required. The position will also cross train with infrastructure inspector to fill-in during absences or in times of significant demand. Further details are denoted below.

### Skills & Experience

- Minimum associate degree or equivalent level of experience
- Ability to read civil site plans
- Familiarity with infrastructure construction practices
- Familiarity with bid practices and front-end documents
- Proficient with the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint);
- Strong knowledge and experience with computers and the internet;
- Articulate, pleasant, and dependable;
- Solid work ethic and capacity to multi-task;
- Strong communication skills;
- Problem solving skills;
- Ability to work independently and prioritize work requests efficiently;
- Well-organized and accommodating to changing priorities and deadlines;
- Technical writing skills;
- Strong sense of discretion and confidentiality;

- Ability to work effectively with limited supervision; and
- Experience with Bluebeam and ESRI GIS products a plus

#### **Duties and Responsibilities:**

- Provide technical support and project content to the Town Engineer for the preparation of all contract documents necessary for the public bidding process of capital projects.
- Provide project management for capital projects, including the development of project schedules and regular project updates to Town leadership and associated funding agencies if necessary.
- Tracking budget and progress of capital project plan.
- Manage each project to ensure a successful project completion within the allotted project timeframe and budget.
- May act as the Town's representative and/or liaison with various federal, state, and local public agencies and with business, professional and community organizations.
- Review and issue fence permits.
- Fill-in for infrastructure inspector in times of absence or significant demand.
- Review of development plans
- Development of infrastructure mapping (GIS) (Beacon)
- Management of development bonds
- Monitors department budget;
- Manage electronic filing system;
- Support others with presentations, spreadsheets, and organizing company functions;
- Consults, responds, informs, and coordinates effectively with both internal and external stakeholders/customers and/or service providers;
- Prepares and processes invoices, receipts, and purchase orders for payment and provides appropriate documentation;
- Responsible for preparing and posting public notices, and ensuring notices are published;
- Conducts general office filing and record keeping;
- Performs special assignments as directed
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#### **Other Duties**

Attending public works staff meetings, specialized training, and conferences. Provide other analysis and support as needed, or other duties as assigned.

#### **Benefits**

- Starting pay is \$28.85-\$30.15 per hour DOQ
- Enrollment in the Public Employee's Retirement Fund (Town pays employee contribution)
- Health (medical, vision, dental) and Life Insurance
- Free Health Clinic

- Paid Time Off- Prorated @ 13.33 hours/ month year 1; 160 hours after first year (anniversary date)
- 14 paid holidays per year
- Short-Term & Long-Term Disability
- Inquire for a full list of benefits

**Town of McCordsville is an Equal Opportunity Employer.**

**Send resumes to Tim Gropp at [tgropp@mccordsville.org](mailto:tgropp@mccordsville.org) by 4pm on January 26<sup>th</sup>. *No phone calls please.***