

CITY OF LOCK HAVEN, PENNSYLVANIA

**Job title: PROJECT MANAGER**

**Work Site:** Planning Department, Lock Haven City Hall (20 E Church St.)

**Work Hours:** (8Hrs/Day) (40 Hrs/Wk) between 8:00AM to 5:00PM daily, adjusted as needed to ensure proper crossover with contractors and City staff

**Salary:** \$25.45 per hour

**Benefits:**

HEALTH HIGHMARK BC/BS	DENTAL UNITED CONCORDIA	OTHER
Copay: \$15/\$30/\$75 Deductible: \$0.00 Individual \$54.47/pay Family \$129.01/pay	Copay: \$0.00 Deductible: \$0.00 Individual \$1.28/pay Family \$3.45/pay	\$25,000 term life insurance \$375 per year in health reimbursements Prescriptions: \$0-\$50 (30-day supply)

**PTO:** first year 6 days paid vacation (pro-rated), paid holidays, 4 personal days, and earn 1 sick day per month that can be banked to 640 hours.

**Supervisor:** City Planner & Development Coordinator who reports to the City Manager

**Job Summary:**

This position involves the oversight of various City projects and initiatives authorized by City Council and administered by various City Departments including Planning, Public Works, Water & Sewer, Streets & Parks, Information Services, Public Buildings, Parks, and Levee Flood Control. The Project Manager position will be directly responsible to the City Manager. The position will involve customary construction administrative and supervisions tasks for assigned projects with multiple projects taking place at the same time. Working in conjunction with City Department heads, City Engineers and other design professionals, the Projects Manager will serve as the official City representative and primary point-of-contact with contractors and regulatory personnel for various projects.

**Essential Job Functions:**

The Project Manager reviews Design Professional (Architect, Engineer, Consultant) reports, plans and specifications for review and comment throughout project design. Participates in bid phase work including prebid conferences, bidder qualifications and bid award.

Construction administration duties involve preconstruction conference, progress meetings, meeting minutes, reviews schedules (and updates), observes construction quality (per plans and specifications), advises contractor of need for correction action and works closely with resident inspectors, regulatory personnel, Design Professional and City Department personnel.

Reviews shop drawings and material submissions, reviews contractor payment applications and change orders, monitors project budgets, performs substantial completion inspection, prepares punch list, conducts final inspection, reviews as-built drawings and oversees project closeout documentation.

The Projects Manager Recognizes project problems, seeks advise of Design Professional and City Department personnel and facilitates problem resolution. Reviews and provides input on

traffic control plans and highway occupancy permit applications. Prepares status reports for City Manager, attends meetings of City Council when needed, interacts and coordinates with the general public, adjacent businesses and residents impacted by projects. Coordinates with Information Services and DPW Foreman for related One-Call utility locations, GIS mapping and utility system updates.

In consultation with the Design Professional, City Manager and Department head, has the authority to enforce corrective action at the job site within guidelines established by the contract documents. Has the authority to oversee and instruct onsite City resident inspector on construction issues and their resolution. Reports to City Manager on all matters of a legal nature arising from the projects.

### **Knowledge and Experience Required**

Has construction experience with utility infrastructure and public works including water and sewer system, roads and streets and building construction. Construction knowledge and experience gained by any of the following positions: trades journeyman, construction inspector, construction manager, or construction foreman and superintendent. Progressive management experience is preferred.

Has a thorough working knowledge of contract documents, construction drawings, and technical specifications. Possesses knowledge of construction methods, materials, standards and procedures (payment applications, change orders, construction schedules, etc.). Capable of issuing contractor directives to correct or replace non-conforming work.

### **Physical Performing Elements:**

- Lifting and carrying 20-50 pounds
- Frequent bending, kneeling and reaching
- Standing for long periods of time
- Sitting for long periods of time

### **Mental Performing Elements:**

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.