



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Engineering Project Manager

FLSA: E

SERVICE: Classified

REVISED: 8/29/05

Summary: Under limited supervision, performs work of considerable difficulty in countywide transportation projects and facilities planning; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates the County's road maintenance inventory system and prepares written and oral reports.
- Develops short and long term transportation plans.
- Reviews proposed subdivision plats and plans for compliance with County regulations and consistency with the County system.
- Serves as project manager on various transportation and facility projects.
- Prepares RFP's, evaluates proposals, and coordinates the review of consultant generated products with appropriate Public Works Divisions.
- Writes and negotiates contracts for public works engineering projects (i.e. roads, subdivisions, and Rights of Way) specifying timeframes, materials to be used and other specifications.
- Utilizes the computer to create specifications, designs, track expenditures and timeframes for projects.
- Issues Right of Way permits and responds to questions about Rights of Way such as categorization and identifying location of Rights of Way.
- Serves as consultant and contractor contact during design and construction of related projects; ensures that road work is performed for the County on time, within budget and provides the public the greatest value for the money spent and minimizes adverse impacts such as traffic delays.
- Contacts suppliers regarding purchasing services and materials for projects; supervises road work and quality control to ensure that the projects are carried out according to specifications; supervises the technicians in engineering, providing guidance and overseeing that their work is in compliance with project needs and department requirements; provides direction to survey crew, road crews, drafting staff and administration staff in engineering; coordinates various utilities for public works projects to ensure proper timing for shut-offs and installations.
- Creates change orders to better meet needs of the project for adjusting cost changes, material changes, etc.
- Coordinates projects with outside agencies such as the city, state, ADOT, geologic surveyors, etc.
- Supervises rural addressing program.
- Coordinates mapping.
- Works with the public, other agencies legislative representatives to further County interests.
- Prepares presentations for use by the Department Director and staff.

Knowledge and Skills:

- Knowledge of specialized engineering and design software including project management software.
- Knowledge of engineering contract administration language and methodology.
- Knowledge of suppliers to contact for services and products for engineering projects.
- Skill in assigning and leading the work of others.
- Skill in reading plat maps, architectural drawings, subdivision maps, and project designs.
- Skill in project management for coordinating public impact, work crews, contractors, utilities and inspectors.

Minimum Qualifications:

Bachelor's Degree in Civil Engineering, Geography, Engineering Technology, Business Management, Planning or closely related field; AND two years of professional planning and engineering project management experience; AND a valid driver's license.