



Project Manager

Department: Engineering
FLSA Status: Exempt
Salary Range: \$70,003-\$106,772

Duties and Responsibilities:

- ✓ Responsible for overseeing the full cycle of all projects from charter through final completion and acceptance
- ✓ Creates and/or coordinates technical portions of project contract documents with BSU Purchasing staff and provides review of final procurement documents
- ✓ Administers project contracts, including review, recommendation and processing of change orders; tracks and advises on contract expenditures against budget; and tracks and advises on project schedules
- ✓ Coordinates and meets with all other departments, governmental agencies, consultants, contractors and other related parties regarding planning, design, permitting, and construction
- ✓ Conducts occasional field inspections of projects to verify compliance with plans, specifications and contract documents
- ✓ Prepares various permit applications and departmental reports
- ✓ Communicates effectively in a strong and challenging team environment
- ✓ Works with BSU staff to assist in asset management, chartering future repair and replacement projects
- ✓ Performs other duties as assigned

Knowledge of:

- ✓ Standard engineering terms and concepts
- ✓ Construction techniques
- ✓ Contractual obligations of plans, specifications, addendums, and project cost
- ✓ Design, hydraulic modeling, geographical information systems and asset management software

Skill in:

- ✓ Administering construction contracts
- ✓ Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- ✓ Using mathematics to solve problems

Ability to:

- ✓ Read, interpret, and explain contracts, specifications, site plans, and shop drawings
- ✓ Make decisions in accordance with BSU and department policies
- ✓ Read, interpret, and explain ordinances, codes, agreements, and related documents
- ✓ Identify, troubleshoot, predict, and resolve problems on projects
- ✓ Communicate effectively orally and in writing
- ✓ Work with minimal supervision
- ✓ Establish and maintain effective and cooperative working relationships with those contacted in the course of work
- ✓ Regularly attend work and arrive punctually for designated work schedule

Education and Experience:

- ✓ Bachelor's degree in civil engineering, environmental engineering or closely-related field from an accredited college or university; supplemented by two or more years' experience in underground construction and utility management; some supervisory experience required; or an equivalent combination of education, certification, training, and/or experience may be considered

Licenses and/or Certifications:

- ✓ Florida driver license