



## **Project Manager- Sewer Engineering**

Please look at what you can expect to earn as a **Project Manager** during your first year as a full time Employee with Washington County Government:

- Sixty (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
  - Vested in just five (5) years.
  - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$62,754 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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<b>JOB TITLE:</b>	<b>Project Manger</b>	<b>GRADE</b>	<b>13</b>
<b>DEPARTMENT:</b>	<b>Division of Environmental Management-Engineering Services</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Deputy Director of Engineering Services</b>		

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**GENERAL DEFINITION OF WORK:**

Responsible primarily for project management and technical support to include in-house coordination of consultant design work for capital improvement and developmental projects; processing of applications for various local, state and federal permits; review and approve developmental construction plans and specifications; project management of capital improvements projects through construction, including assisting with the preparation of requests for proposals and bid documents; and review for approval and processing consultant and contractor requests for payment; inspection and/or inspection management of developmental projects. Direction provided by the Deputy Director of Engineering Services.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Attends/run pre-proposal, pre-bid and pre-construction conferences, progress meetings and all other applicable project meetings as required.
2. Manages capital improvement projects through construction phases. Tracks capital improvement projects progress in regard to percentage completion and financial expenditures against contract time constraints and budgeted monies.
3. Inspection and/or inspection management of developmental projects.
4. Serves as liaison to various contractors during construction phases.
5. Makes daily visits to project sites to ensure quality control.
6. Processes, reviews and approves material submittals, schedules, pay requests, change orders and contract documents.
7. Provides public and internal agency awareness of impacted road service due to construction.
8. Assists in the preparation of requests for proposal, bid documents and permits.
9. Assists in the constructability review of capital improvement project plans.
10. Works with grant funded programs and entities as required.
11. Provides supervision to Utility Construction Inspectors.
12. Provide inspection services when Utility Construction Inspectors are unavailable.
13. Performs related tasks as required

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of general principles and practices of Civil Engineering.
2. Thorough knowledge of department programs, policies and procedures.
3. Thorough knowledge of land development review processes.
4. Thorough knowledge of construction inspection methods and techniques.
5. Thorough knowledge of local management practices and procedures.
6. Thorough knowledge of modern construction standards and related ordinances, rules and regulations.
7. Ability to read and interpret engineering plans and specification; to insure compliance with applicable standards.
8. Ability to manage projects independently.
9. Ability to communicate ideas effectively both orally and in writing.
10. Ability to establish and maintain effective working relationships with contractors, associates and the general

public.

11. Experience with supervising project related personnel desirable.
12. Microsoft office software experience desirable.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in civil engineering or related field and five (5) years water & sewer installation, structural or building experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, kneeling, crouching, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate valid driver's license. Certification from Maryland Department of the Environment for: Sediment and Erosion Control Practices, Confine Space Training, Trenching, Shoring, and Excavation Training.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to [hrservice@washco-md.net](mailto:hrservice@washco-md.net)

or

Complete and mail Application to:

Washington County Human Resources Department,

100 W. Washington Street, Room 2300,

Hagerstown, Maryland 21740.

\*Internal Candidates are required to use an Internal Application (including resume) when applying.\*

Internal employees only can apply here: <http://www.washco-md.net/internal-jobs/>

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Wednesday, July 3, 2024 4:00 pm**