

# TOWN OF SOUTHBURY

# POSITION DESCRIPTION FULL TIME NON-EXEMPT

Department: Public Works	Incumbent:	Title: Project Administrator
Date: BOS Approved		Grade: 14

### Primary Accountabilities:

Under supervision of the Public Works Director, this position assists with managing and coordinating construction and repair projects relating to Town assets, including but not limited to buildings, roadways, bridges, drainage systems, Town facilities, recreational facilities, transfer station and other Town infrastructure.

### Reports To:

Public Works Director

### Consults With:

Appropriate Town boards and commissions

### Duties and Responsibilities:

Coordinates projects with departments and develops project specifications and requests for proposals.

Assists with management of the construction of projects and assures contractor compliance.

Prepares bid documents and requests (RFP/RFQ's), coordinates and participates in pre-bid conferences, participates in vendor selections, reviews project budgets and reviews payments to vendors and contractors. Maintains project records including progress reports, financial reports and timelines.

Communicates status of Department projects and programs with building users and the public.

Prepares reports and compiles data in support of department objectives.

Monitors projects to assure that work is being performed as expected including work quality, cost and schedule.

Communicates project status to supervisor and project stakeholders.

Obtains and maintains vendor quotes to comply with purchasing requirements and keeps quotes current.

Assists in the preparation of plan designs and cost estimates.

Utilizes computer software such as Microsoft Excel to prepare spreadsheets and reports.

Maintains complete project records, including summaries of project statistical data.

Assists in development and management of project budgets.

Coordinates construction activities with public utilities.

### Other Functions:

Other duties as assigned.

### **Required Knowledge, Skills and Ability:**

Knowledge of applicable federal, state and local laws, regulations, standards and policies of design and construction, including those specific to public buildings.

Skill in reading and interpreting engineering and architectural plans and specifications.

Ability to communicate effectively and tactfully with the public, staff and other agencies, engineering and architectural firms, contractors and the general public.

Ability to prepare construction materials and labor estimates for projects.

Skill in directing and maintaining multiple projects simultaneously consisting of a variety of contractual activity in multiple areas.

Strong verbal and written communication skills required.

### **Required Equipment Operations:**

Operation of a motor vehicle and standard office equipment as well as knowledge of computer software such as Microsoft Excel and Word.

### **Required Physical Effort:**

Ability to move around a construction site, perform inspections and work in inclement weather. Must be able to lift and carry 25 lbs. without assistance.

### **Required Qualifications**

Bachelor degree in project management, construction management, IT, accounting, engineering or related field. Two years of management of public works projects or equivalent. Knowledge of general construction methods and technology. A combination of education and experience may be considered. Must possess a valid motor vehicle operator's license.