



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

SENIOR PROJECT MANAGER

EFFECTIVE DATE: 7/1/2019

DEPARTMENT: Development Services / Engineering	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE:	RANGE: 21	PENSION: IMRF	UNION: NU
REPORTS TO: Village Engineer	LEVEL OF SUPERVISION RECEIVED: General Direction		LICENSE/CERTIFICATES: Illinois Class D Driver's License IL P.E.

SUMMARY:

Manages, directs, and performs engineering studies and assignments with responsibility for planning, design, and construction on projects of varying scopes; serve as project manager on a range of large and diverse projects. Leads entire or certain aspects of large projects and manages or directs all aspects of small to mid-size projects. Manages, reviews, and inspects street rehabilitation operations and site development activities. Conducts complex plan review and construction inspection. Supervises other Division civil engineer staff and seasonal interns on capital projects including street, stormwater, and infrastructure as well as manages contractors and / or consultant activities. Leads project development design process including management of staff activities. Analyzes a variety of data to determine requirements to meet engineering objectives and comply with all current codes, best practices, and criteria. Leads team in field surveys and instructs on use of equipment to collect data. Calculates design requirements; prepares layouts, details, specifications, estimates and procedures according to engineering principles and required criteria. Assembles bid packages; reconciliation and coordination of accounts, bills and pay estimates for projects; and works with the public and Village Departments to resolve engineering concerns.

Responds to and interacts with residents, employees, contractors, and others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Serves as project manager for Village infrastructure projects, overseeing design and construction, assigned tasks to ensure contractor compliance with plans, specifications, schedule, and budget parameters. Records data, takes measurements, performs inspections, and documents construction activities. Responds to public or contractor inquiries relative to engineering procedures on specific projects and other information.	Daily 75%
2.	Supervises Division employees in their roles on Village infrastructure projects. Civil Engineer positions working on the annual street project, seasonal interns, and other staff as needed on a project specific basis report directly to this position. Assigns tasks and monitors progress in completion of these duties. Conducts annual performance evaluations of supervised personnel and coordinates with Division Director. Participates in employee development and disciplinary actions as needed.	Daily
3.	Directs and / or performs design tasks including street profile development using AutoCAD software and survey information to identify recommended solutions. Designs and directs horizontal and vertical street alignment including intersections; uses survey and topographic information to plan for drainage needs and identify recommended solutions. Directs Civil Engineer and other staff as needed to conducts designs for other infrastructure needs including stormwater, Village utilities, bicycle, and pedestrian projects. Lead or direct completion of field surveys, data collection, preparing plans, specifications, and estimates for bid packages. Uses design data and criteria to prepare drawings and details using AutoCAD software for bid packages.	Daily 50%
4.	Conducts engineering inspections on the construction of public and private improvements, such as water main, storm sewer, sanitary sewer, streets and grading. Reviews plans and specifications submitted by developers and other agencies or private parties for projects within the Village, generally of moderate to high complexity. Conducts inspections of new developments and subdivision improvements for compliance with the approved plans and specifications.	Daily 25%
5.	Drives a Village vehicle to the various project sites to accomplish survey, construction inspection, field studies, and project management of projects.	Daily 50%
6.	Directs and / or conducts engineering surveys, collects data to complement survey, and collection of topographic information required for the design and construction of Village projects. Responsible for planning and scheduling various field activities, including schedules of supervised personnel, constructors, consultants, and other external agencies. Supervises other Village staff involved in infrastructure design and construction phases as well as work by consultants and contractors.	Weekly 10%
7.	Reconciles and coordinates the appropriate accounts, bills and pay estimates as received from contractors on Village projects. Prepares summaries of quantities and cost estimates for Village projects and assists with budget management. Contributes to the development of annual operating and capital budget proposals.	Monthly 5%
8.	Assists with the preparation and review of professional engineering service requests (RFPs, RFQs). Prepares engineering plans and specifications for public bidding of Village projects. Coordinates required information needed to advertise for construction bids. Leads review of bids, proposals for professional engineering services and construction, and makes recommendations for award of contract. Manages consultant service contracts related to infrastructure.	Annually 10%
9.	Inspection of public and private improvements for residential, non-residential and miscellaneous projects. Review of permit applications for site improvements on residential and commercial properties of generally moderate to high complexity.	Daily 20%

10.	Maintains infrastructure records / utility atlas. Assures as-built records of projects and documents necessary changes for the operation of maintenance programs.	Monthly 10%
11.	Maintains regular contact with consulting engineers, contractors, construction project engineers, Village, County, State and Federal agencies, professional and technical groups and the general public regarding Division activities and services. Responsible for coordination with other agencies including IDOT, Cook County, Illinois Tollway, MWRD, IEPA, etc. on various projects. Serves as lead contact or delegates this role, with other Village departments / personnel as needed including Planning Division, site plan review meetings, Public Works, Police, and Fire Departments. Communicates project status and coordinates schedules with a variety of parties including Village staff, contractors, external public agencies, residents, businesses, and other entities as needed.	5%
12.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists with plan review and development inspections as needed. Projects may be related to private development, Public Works, or those being done by external agencies.
2.	May serve as a member of various employee committees.
3.	Follows Village-wide and departmental safety rules and practices.
4.	Investigates and reports on complaints, concerns, problems, or inquiries from staff, residents, and elected officials.
5.	Performs other duties, tasks, and responsibilities as assigned by Village Engineer, Division Director, or Department Director.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

☐ None required

☒ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

Supervise other Division staff during project development and construction phases. Typically includes Division Civil Engineers and other staff as needed based on the project requirements. Typical duties include daily management of Division Civil Engineers and seasonal interns for street reconstruction, stormwater, and other infrastructure projects. Coordination of contractors and consultant activities including scheduling of work hours of supervised staff to meet needs of projects. Examples of specific tasks where supervision is needed include external coordination with public agencies, utility companies, service providers; interdepartmental coordination with Public Works, Police, and Fire Departments to manage Division staff time and assistance when needed. Project management requires direction to contractors and consultants doing work for the Village. Oversees and manages design efforts of Division staff and consultants on Village infrastructure projects.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
- ☐ High school diploma or general education degree (GED)
- ☐ Two or more years of college coursework in related field
- ☐ Associate's degree (A.A.) from two-year college or technical school
- ☒ Bachelor's degree (B.S.) from four-year college or university
- ☐ Master's degree (M.A.)
- ☐ Doctoral degree (Ph.D.)

Degree or coursework should be in...

Civil Engineer

Experience Level (Select one - required)

- ☐ No prior experience or training required
- ☐ Six months to one year related experience
- ☐ One to two years related experience
- ☐ Two to five years related experience
- ☒ Eight to ten years related experience

Additional Experience (Select as appropriate)

- ☒ Experience in supervisory capacity...
- ☐ Experience in management capacity...
- ☐ Must meet the requirements as set by the Fire & Police Commission

2 years desirable, not required

Enter number of years required here

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
- ☒ Word Processing data
- ☒ Spreadsheet software
- ☒ Database software

- ☒ Specialized applications:

**IL P.E. license, AutoCAD Software, GIS Software,
Survey applications and equipment**

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☐ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☒ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- ☐ Foreign language skills Ability to speak and/or read, write and comprehend...
- ☐ A plus
- ☐ Preferred
- ☐ Required

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

PROFICIENCY IN:

Computer applications for word processing, spreadsheet, database applications.

Use of AutoCAD software and related applications.

Research, development and composition of comprehensive engineering reports.

Operation of listed tools and equipment including the use of civil engineering instruments and equipment.

Using quantitative skills; performing qualitative analysis.

Organizational skills to perform tasks effectively and efficiently.

Inspection of public improvements and documentation of construction activities.

Managing large complex engineering projects

Supervision of employees

WORKING KNOWLEDGE OF:

Civil engineering principles, practices and methods as applicable to a municipal setting.

Current trends and developments in the civil engineering field especially with respect to design and construction.

Applicable Village / other agency policies, laws, and regulations affecting division activities including IDOT, MWRD, IEPA, etc.

Construction techniques for land development and public works involvements.

Computer and software tools applicable to civil engineering project development and construction

ABILITY TO:

Maintain P.E. license.

Plan, design, lay out and execute tasks needed to prepare designs, estimates and specifications for infrastructure projects.

Lead group discussions, presentations to contractors, consultants, and residents.

Apply technical tools such as AutoCAD and GIS software to complete tasks

Provide clear direction to employees on different phases of project development

Supervise employees on a range of projects and tasks

Develop individual and organizational leadership skills through training opportunities.

Serve as a mentor in areas of expertise for less experienced personnel and seasonal engineering employees.

Perform effectively in a team environment and serve as the leader for large and complex engineering projects.

Initiate reviews and discussions of current practices and procedures for potential changes.

Work independently in executing tasks with little direction needed.

Work under difficult weather conditions and winter weather.

Analyze and perform difficult engineering computations.

Inspect public and private improvements in a construction environment.

Make comprehensive recommendations for the resolution of engineering problems.

Review and interpret specifications, plans and reports.

Verify records, documents and survey.

Communicate effectively, verbally and in writing.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u> X </u>
Walks	_____	_____	_____	<u> X </u>
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	<u> X </u>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	<u> X </u>	_____	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

☒

Corrected vision of...

20/20

Uncorrected vision of...

Enter specific vision requirement here

a

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

*(mark all 15 conditions)***Environmental Conditions**

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions *	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions *	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions *	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Time required in outdoor weather is determined by construction activities

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.


This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



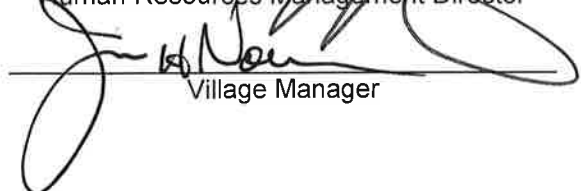
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: 7/1/2019

Revision Date: _____