

SAMPLE JOB DESCRIPTION ONLY
The Woodlands Township, TX

Job Title: Project Manager
Department: Parks and Recreation
Reports To: Parks and Recreation Director
FLSA Status: Exempt

SUMMARY

Coordinate and supervise all aspects of the capital project planning and park & pathway construction of the Parks and Recreation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develop construction plans, specs and documents.

Post bids via newspaper and or website, schedule and coordinate pre-bid meetings as well as determine which bid to award.

Manage contractors, perform inspections, and process payment for projects.

Provide customer service to residents by phone, emails and letters.

Organize and manage youth groups, students and residents to perform community service projects.

Develop and maintain working relationships with community agencies, residents and consultants in the planning and construction field.

Coordinate the implementation of the Township's Parks and Recreation C.I.P. and major maintenance and repair program.

Responsible for preparing portions of the parks budget as it relates to capital improvements, equipment and major maintenance.

This position is to be included in the on-call rotation for the Parks and Recreation Department.

Participates in emergency response teams.

MANAGEMENT AND SUPERVISION

Manages a Project Specialist and the Construction Supervisor, who supervises a total of seven employees in the construction crew. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. Manages multiple contractors and projects at one time.

Work performed by those being supervised is semi-complex.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.); and over three years up to and including five years experience with two years supervisor experience. Knowledge of AutoCAD, GIS and Microsoft Project or similar construction management programs preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or obtain within first ninety (90) days of employment a valid Texas Driver's license and meet the driver safety requirements. Registered landscape architect, planner, architect, or approved equal. CPRP and Certified Playground Safety Inspector preferred.

HUMAN COLLABORATION

Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Likely impact on the organization is high.

FREEDOM TO ACT

Receives Limited Direction: The employee performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be review upon completion. Performance reviewed periodically.

The impact of action is moderate: Moderate benefits or costs in time, money or public/employee relations.

TECHNICAL SKILLS

Skilled: Work requires practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Affects accuracy of multiple projects.

BUDGET RESPONSIBILITY

Does research for documents, compiles data for computer entry, and /or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Size of budget is substantial.

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

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. The employee must frequently lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme cold and heat. The employee is occasionally exposed to moving mechanical parts and vibration.

Satisfactory: Occasional exposure to unpleasant environmental condition and/or hazards. Occasional outside work and occasional physical effort is required

The noise level in the work environment is usually moderate.

Job description reviewed by department _____
Parks and Recreation Director/Date

Job description reviewed by HR department _____
Human Resources Department/Date