

Title: Engineering Project Manager III
Department: Public Works
Division/Office: Engineering Division



Grade 2125; FLSA Exempt position; Category: Classified; Job Code: EPM3; Rev.:07/01/2021

General Description

The purpose of this position is to perform complex professional engineering work on the design and construction of the Kent County wastewater treatment facility maintenance upgrades and expansion projects.

This position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Develops, initiates and implements design and/or construction concepts, procedures and techniques into Department programs and projects.
- Prepares conceptual engineering designs/plans for assigned projects and performs cost estimating for such projects.
- Research, analyzes and develops recommendations related to assigned projects.
- Prepares specifications and advertise for bids on various purchases and projects.
- Prepares program/project assessments, progress reports, and special report upon request and reviews reports of staff for accuracy and compliance with regulatory requirements.
- Assigns tasks and supervise technicians.
- Interacts with developers, elected officials, and agencies about ongoing projects.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in engineering or related major supplemented by four (4) years of engineering experience preferably public works or any equivalent combination of education and experience.

Additional Requirements:

Considerable knowledge and experience with the principles and practices of civil engineering as related to the Department programs and projects; good knowledge of land engineering survey systems, methods and techniques; good knowledge of construction materials and approved standards of safety; skill in data interpretation, program and project analysis and evaluation; ability to supervise assigned engineering and other personnel; ability to interpret and explain appropriate codes; ability to read and understand blueprints and system layouts; ability to establish and implement workload priorities, policies and procedures; ability to communicate effectively in both oral and written forms; ability to establish and maintain effective relationship with coworkers, supervisors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Title: Engineering Project Manager III
Department: Public Works
Division/Office: Engineering Division



Grade 2125; FLSA Exempt position; Category: Classified; Job Code: EPM3; Rev.:07/01/2021

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must possess and maintain a State of Delaware Professional Engineer (PE) license.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement