

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



Grade 2121; FLSA Exempt position; Category: Classified; Job Code: EPM2; Rev.:07/01/2021

General Description

The purpose of this position is to ensure the planning, design, and construction of the Kent County sanitary sewer (SS) systems, specifically the collection and transmission ones, are in compliance with federal, state and local regulations and acceptable engineering practices/standards.

This position works under general supervision, independently developing work methods and sequences; and coordinates work with the Assistant Director of Engineering and the Public Works Director.

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.

- Reviews sanitary sewer/utility plans to include required permitting.
- Prepares technical feasibility studies during the planning stages of a sanitary sewer proposal, including the mode of connection, capacity evaluation, and estimated costs.
- Provides project management for septic elimination projects (conversion to KC sanitary sewer), which includes the planning, funding, design, permitting, easement acquisition, construction, and start up phases.
- Coordinates with DelDOT on multiple road improvement projects, especially those that impact the KC sanitary sewer Systems.
- Provides support during the sanitary sewer construction phase, which would include direct interactions with the Inspection Section.
- Responds to general inquiries, especially on the sanitary sewer system, in person, phone, e-mail, etc.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in civil engineering or related major supplemented by two (2) years of engineering experience preferably public works or any equivalent combination of education and experience.

Additional Requirements:

Considerable knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications in construction of sewer infrastructure projects; good knowledge of land and engineering survey systems, methods and techniques; good knowledge of construction materials and of approved standards of safety as related to structural designs and specifications; demonstrated ability to supervise engineering technicians and other personnel; ability to interpret and explain applicable codes, polices, regulations, etc.; 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.

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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.

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.

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