

Town of Nantucket Job Description: Project Manager

Position Title:	Project Manager	Grade Level:	Non Union
Department:	Town Administration	Date:	2/1/2018
Reports to:	Assistant Town Manager	FLSA Status:	Exempt

STATEMENT OF DUTIES: The Project Manager oversees schedules, budgets, resources and deliverables for multiple municipal projects. Monitors projects and associated internal and external teams to make sure goals and objectives are being kept. Maintains central project management database and provides status reports to Town Manager. Understands larger Town-wide strategic needs while tracking project health, staying alert for risk and resolving issues as they arise. Maintains standards and monitors scope with project quality.

SUPERVISION REQUIRED: Works under the supervision of the Assistant Town Manager. Performs a variety of duties requiring the exercise of independent and objective judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner.

SUPERVISORY RESPONSIBILITY: The Project Manager is responsible for the direct supervision of all support staff assigned to the department, if any. Supervisory responsibilities include training, scheduling, disciplinary actions, payroll, budget oversight, and performance evaluation of direct reports.

CONFIDENTIALITY: The Project Manager has regular access to confidential information such as department records, collective bargaining documents, and executive session strategies that are obtained during performance of regular position responsibilities in accordance with the State Public Records Law.

ACCOUNTABILITY: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, legal repercussions, and fines.

JUDGEMENT: Numerous standardized practices, procedures or general instructions govern the work performed and in some cases may require additional interpretation. Independent judgment is needed to facilitate exceptional customer service with the general public and maintain confidentiality.

COMPLEXITY: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work as well as presenting information to the public.

WORK ENVIRONMENT: Normally works under standard office practices, policies and conditions. Work environment may be hectic and disruptive. Interruptions in work are frequent. Work may involve outdoor exposure to varying weather conditions. The work day may frequently be greater than eight (8) hours. Daily schedule may vary to accommodate department

Town of Nantucket Job Description: Project Manager

operations. Work outside of the standard workweek and outside of the typical daily schedule may be necessary to accommodate emergency or other atypical situations.

NATURE AND PURPOSE OF PUBLIC CONTACT: Relationships with co-workers and the public involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

OCCUPATIONAL RISK: Essential functions regularly present potential risk of injury to the employee that could result in loss of time from work. Special safety precautions, training and protective clothing such as gowns, coats, gloves, glasses, hard hats, or safety boots is required.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supports multiple Town-wide projects supporting the Town's capital and strategic plans, monitoring and adapting as needed
- Delivers and installs technology solutions in support of the Information Technology Department
- Manages Public Works projects in support of the Department of Public Works
- Oversees all Town Administration projects and initiatives as assigned
- Monitors Capital Improvement Plan
- Identifies and resolves issues and risks
- Implements changes and best practices
- Creates project plans; monitors and manages scopes
- Maintains project objectives
- Manages resources to make sure schedule is on track
- Project portfolio management; Reports on projects
- Manages risk tracking process
- Manages all documentation
- Works multiple projects simultaneously
- Prepares estimates of project costs for competitive bidding and budgeting purposes; as well as prepares scopes of work as needed
- Coordinates activities with other Town departments and other public and private agencies
- Schedules and coordinates project meetings and appointments

RECOMMENDED MINIMUM QUALIFICATIONS:

Town of Nantucket Job Description: Project Manager

EDUCATION AND EXPERIENCE: Bachelor's degree in civil engineering, business, public administration, environmental management or a related field required; Master's degree preferred; 10+ years' experience in either technology or public works project management; Best practices in municipal construction projects for public facilities and major and ongoing capital improvement construction projects helpful. General project management experience required.

SPECIAL REQUIREMENTS: The employee must have a valid Driver's License; PMP certification required; PMO experience preferred; Owner's Project Manager (OPM) certification or experience desirable but not required; Experience with capital plan management; Business & IT strategy experience. Proficiency with appropriate project management software and applications.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge: Thorough working knowledge of state and local bylaws, rules and regulations pertaining to procurement including contract documents, invitation for bids, requests for qualifications, requests for bids, and construction plans; Knowledge of related project management software tools; Knowledge of heavy equipment operation preferred. Familiarity with general management principles and practices needed. Techniques for preparing designs, plans, specifications, estimates, reports, and recommendations related to technology and public works preferred.

Ability: Must have ability to work and communicate pleasantly and effectively with the public and other town departments under a variety of working conditions. Must have ability to explain and accurately interpret state and local laws, codes and regulations as appropriate.

Skills: Strong written and verbal communication skills necessary. Good public speaking and presentation ability necessary. Must be able to review, analyze and interpret complex plans and blueprints. Must be able to operate general office equipment (computer, tablet, telephone, copier/printer/fax/scanner)

PHYSICAL REQUIREMENTS:

PHYSICAL DEMANDS: Standing, sitting, walking, lifting and/or driving may be frequent during the work day. Must be able to traverse varied topographical terrain to conduct various inspections. Must have sufficient manual dexterity and physical flexibility to bend and reach to complete basic office tasks. Lifting and carrying objects of varying weights may be frequent.

MOTOR SKILLS: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Town of Nantucket Job Description: Project Manager

VISUAL DEMANDS: The employee is constantly required to read documents and reports for understanding and routinely for analytical purposes. The employee is required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____