



**ORGANIZATION:** City of Lincoln City—Public Works Department  
**JOB TITLE:** Project Manager  
**FLSA STATUS:** Non-Exempt, Grade 15  
**UNION:** AFSCME  
**UPDATED:** November 2021

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**PURPOSE OF POSITION:** Perform field and office civil engineering work in the planning, design and construction of public works and development projects. Work includes planning, research, developing preliminary plans and designs, reviewing plans and specifications, construction inspection and monitoring, responding to citizen calls and assuming varying degrees of responsibility in the areas of transportation, water distribution and supply, storm water, sewer conveyance and treatment, traffic operations and public safety.

**ESSENTIAL JOB FUNCTIONS:**

Perform project management duties, including preparing cost estimates, schedules, serving as liaison between the City and contractors/consultants, checking progress of work, keeping project records, interpreting design criteria, recording changes as they occur, monitoring contracts and making reports.

Compile information required through a variety of methods including consulting with staff and researching engineering information for residents, developers, engineers, and utility companies.

Use drafting tools and equipment, survey equipment, engineering copiers, and calculators to enter and retrieve data from computer and prepares maps, exhibits or graphic displays.

Process right-of-way and public work permits, including the review of routine legal descriptions and administrative processes.

Assist with engineering studies for the operation of existing public works infrastructure. Analyzes and performs advanced engineering calculations to assess condition, volume, capacity, safety and other aspects for determining need to upgrade, repair or replace.

Participate in the development plan review process. Review developer plans for conformance with City standards and rules. Responds to developer inquiries about City requirements and procedures for development.

Monitor and review progress of developer projects in assigned areas such as work-in-progress and scheduled and unscheduled inspections.

Prepare inspection reports. Compile and maintains project records, numerical data and documents. Ensure documents are updated and filed to reflect project status and changes.

Maintains professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follows all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Provides assistance to other staff as workload and staffing levels dictate. Maintains proficiency by keeping up-to-date on current technology and practices in field through

reading professional literature, attending conferences and training sessions, meetings and meeting with others in areas of responsibility. Maintains work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Bachelor's degree in an applicable field, such as civil, structural engineering and at least six months of relevant experience in either an academic or office environment or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above job duties. Knowledge of civil engineering theory, practice and standards as well as the methods, materials, equipment used in public works construction/maintenance and engineering record keeping systems. Requires excellent relationship management and communication skills, including technical writing skills sufficient to prepare project specifications, process documentation and communications suitable for external distribution. Demonstrated initiative, organizational skills, problem solving skills and attention to detail. Knowledge of CAD, GIS, Word, Excel and Powerpoint.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid driver's license.

**DESIRABLE REQUIREMENTS:** Previous experience in a municipal public works department or related area. Knowledge of ESRI software products. Bilingual (English/Spanish).

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate and reach and manipulate objects, tools or controls. Infrequent entry to confined spaces may be required. The position requires mobility over a variety of terrain, including uneven terrain on an occasional basis. Duties involve moving materials weighing up to 10 pounds on a regular basis. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computer keyboard or calculator and other standard office equipment in an office setting and surveying equipment in the field.

**WORKING CONDITIONS:** Approximately 40% of the work period takes place outdoors with exposure to all types of weather conditions, construction sites and confined spaces. The remainder of the work period takes place under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Supervision of others is not a typical assignment to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the City Engineer and receives delegation from the Senior Engineer.