

**CITY OF AVON
CLASSIFICATION SPECIFICATION**

An Equal Opportunity Employer

Classification Title:	Project Manager	Civil Service Status:	Unclassified
Department:	Administration	FLSA Status:	Non-Exempt
Division:	Administration	Bargaining Unit Status:	Excluded
Immediate Supervisor:	Mayor	Positions Supervised:	Personnel assigned to a specific project.
Pay:	Hourly		

JOB RESPONSIBILITIES: Under general supervision of the Mayor, oversees day-to-day operation of assigned municipal improvement and infrastructure projects.
Performs other related duties as required

QUALIFICATIONS: Completion of secondary education (high school or GED), supplemented by prior construction project management experience or equivalent (five or more years experience preferred); must pass a criminal background check; must be able to qualify for and remain insurable under the City's vehicle insurance policy; the City will also consider applicants who possess an equivalent combination of training and/or experience.
Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS: Must possess a valid Ohio driver's license.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
50-65%	1. Responsible for day-to-day oversight of assigned municipal improvement and infrastructure projects; manages special projects as assigned that cover all phases of project management; plans, directs, and coordinates activities and projects of the City to ensure goals or objectives of project are accomplished within time frames and funding parameters; may coordinate multiple projects daily.	1. Knowledge of (a) City policies and procedures,* (b) project goals and objectives,* (c) English grammar and spelling, (d) construction project management, (e) basic accounting/finance, (f) building and construction practices, methods, tools, and equipment, (g) safety practices and procedures, (h) budgeting; skill in (i) computer operation, (j) use of modern office equipment; ability to (k) read and interpret blueprints, plans and other technical drawings, (l)

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20-25%	<p>2. Implements and coordinates project phases and activities of contractors and project personnel to ensure project progresses on schedule and within prescribed budget; reviews status reports prepared by project personnel and modifies schedules or plans as required; manages and negotiates change (e.g., costs, assignments, objectives, etc.) within project; oversees activities within projects; prepares project reports for management, client, or others; confers with project personnel to provide technical advice and to resolve problems.</p>	<p>interpret a variety of instructions in written, oral, picture, or schedule form, (m) deal with problems involving several variables within familiar context, (n) define problems, collect data, establish facts, and draw valid conclusions, (o) exercise independent judgment and discretion, (p) understand, interpret, and apply laws, rules, or regulations to specific situations, (q) calculate fractions, decimals, and percentages, (r) prepare accurate documentation, (s) compile and prepare reports, (t) use proper research methods to gather data, (u) communicate effectively, (v) develop and maintain effective working relationships, (w) travel to and gain access to work site, (x) meet deadlines, (y) demonstrate regular and predictable attendance.</p> <p>2. Knowledge of (a)*, (b)*, (c), (d), (e), (f), (g), (h); skill in (i), (j); ability to (k), (l), (m), (n), (o), (p), (q), (r), (s), (t), (u), (v), (w), (x), (y).</p>

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15-20%	3. Assists with defining project requirements, quality standards, and time lines; evaluates project status and ensures project is ready to move on to its next phase; addresses any problems found; ensures time frames are met; selects appropriate processes; assists with establishment of contractor selection criteria; coordinates review of proposals; conducts bidder conferences; directs evaluation of bids and proposals and recommends bid selection. Interacts with and communicates effectively with other City personnel.	3. Knowledge of (a)*, (b)*, (c), (d), (e), (f), (g), (h); skill in (i), (j); ability to (k), (l), (m), (n), (o), (p), (q), (r), (s), (t), (u), (v), (w), (x), (y).
10-15%	4. Prepares and maintains related records and documents (e.g., progress reports, expense records and reports, correspondence, contracts, etc.). May assist with development of RFPs.	4. Knowledge of (a)*, (b)*, (c), (d), (e), (f), (g), (h); skill in (i), (j); ability to (k), (l), (m), (n), (o), (p), (q), (r), (s), (t), (u), (v), (w), (x), (y).
10-15%	5. Performs other duties as assigned.	