

Project Manager II (DWM - OLIO - Tech Services)

Atlanta, GA, United States

JOB DESCRIPTION

At the City of Atlanta, we are passionate about building and improving our community. Our police officers, firefighters and building inspectors keep our citizens safe. Our Public Works staff keeps our City clean and helps maintain, build and improve our City's infrastructure. Our City planners help envision and shape future City growth. Our Parks & Recreation professionals enhance our quality of life.

Our engineers help keep our drinking water clean, the largest airport in the world (by passenger volume) operating and our buildings maintained. Along with the host of Finance, Procurement, and Human Resources professionals whose support is vital, we are the City of Atlanta! If you are seeking a meaningful role where you can make a real difference improving and growing our City, we welcome you to explore the job opportunities we have to offer.

Salary: Commensurate with experience

General Description and Classification Standards

The Project Manager II is responsible for planning, directing and coordinating, executing, and closing, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities and systems. Duties at this level include but are not limited to: participating in the conceptual development of a construction project; overseeing personnel actions and decisions; and managing schedules, budgets, communication, and risks. This position requires an experienced, professional capable of carrying out most assignments typical of the profession with general guidance or review.

This level would be considered a promotional level and attainable by any incumbents in a work group who demonstrate the necessary knowledge, ability, and performance.

Supervision Received

Works under general supervision of a manager. Depending on organization structure, may work independently with responsibility for an assigned function or program.

Essential Duties & Responsibilities *These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned.*

- Prepare and manage a comprehensive project management plan that will enable the project team to deliver the project objectives Develops and monitors project budgets, cost projections, and schedules; performs earned value analysis

- Oversees personnel actions and decisions; manages conflict resolution and team-building activities pertaining to managed projects.
- Reviews daily project journals for comparison to internal daily journals for accuracy and congruency.
- Plan, develop, and maintain strategic techniques to successfully implement and track processes, procedures, and other performance measures necessary to meet the needs of managed projects and department objectives
- Coordinate and communicate with internal and external stakeholders
- Coordinate and participate in value engineering and constructability reviews for assigned projects
- Analyze design plans and specifications and prepare detailed take-offs for all assigned projects
- Organize and assist to site visits, initial and final walkthroughs for all assigned projects
- Organize and lead project progress meetings for all assigned projects
- Participate in development of bid solicitation documentation
- Review, analyze and approve (as necessary) any project-related construction submittals, requests for information, and applications for payment submitted contractors
- Monitors and controls project efforts by reviewing project work results and comparing them to planned results.
- Identifies variances to work products and directs actions as required.
- Maintains records and logs, updates field notes, drawings and other documentation as necessary on a daily basis.
- Prepares as-built documents and necessary to memorialize constructed infrastructure work.
- May utilize specialized equipment to collect data and diagnose issues pertaining to water distribution system and/or sewer collection and conveyance system infrastructure.
- May mentor and/or supervise junior-level staff members and assist in staff development.
- May inspect, maintain and operate water mains and associated appurtenances and/or sewer conveyance systems and appurtenances.

Decision Making

Follows standardized procedures and applies organizational policies. May select from multiple procedures and methods to accomplish tasks and establish specific approaches and timetables.

Skills & Abilities *This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive or all-inclusive list.*

- Knowledge of principles and practices of project management including scope development and tracking, organization planning, scheduling, budgeting, risk management and conflict management communication management, stakeholder management, human resource management.
- Knowledge of water distribution and wastewater collection systems, and other environmental infrastructure systems.
- Skills in time management of self and others; excellent listening and communication skills to effectively convey information verbally and in writing; analytical skills with

demonstrated talent for identifying, analyzing, and streamlining complex work processes; ability to resolve conflict motivating, developing and directing people as they work;

- Ability to use logic, reasoning and good judgement to make decisions, evaluate potential solutions and create reasonable approaches to solve problems and/or reach conclusions.
- Proficient in managing multiple small, large, complex projects.
- Ability to manage time and workload effectively which includes planning, organizing and prioritizing a variety of tasks,
- Ability to work under pressure to effectively manage risk and drive results on projects in a timely fashion
- Ability to work well with others and comfortably adapt to changes in a fast-paced work environment with a strong work ethic.
- Ability to communicate diplomatically and effectively in both verbal and written and resolve conflict.

QUALIFICATIONS

Minimum Qualifications – Education and Experience

- Bachelor's Degree an engineering, construction management, project management, and/or architectural or engineering-related field.
- 5 years of related experience and at least 2 years of managerial and supervisory experience.

Preferred Education & Experience

- Bachelor's Degree an engineering, construction management, project management, and/or architectural or engineering-related field with 10 years of project management or construction management experience related to Water Distribution and/or Wastewater Collection systems construction.
- Managed similar projects with a value greater than \$10 million.

Licensure and Certifications

- Valid Georgia drivers license
- Ability to obtain a Water Distribution and/or Wastewater Collection Operator license issued by the State of Georgia within one year.

Desirable but not required licensure: EIT, PE, PMP, CCM

Essential Capabilities and Work Environment

Required physical, lifting (up to 100 lbs), and sensory capabilities are requirements to perform the job successfully. Typical environmental conditions associated with job. Ability to stand, crawl, function in a confined or restricted space.

https://ehxr.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/City-of-Atlanta-Careers/job/221050C/?utm_medium=jobshare