



TITLE:	Assistant Project Manager	FLSA:	Non-Exempt
PREPARED:	September 2021	UPDATED:	

Summary: Under direction of the Manager, the Assistant Project Manager will assist the Project Manager in all of the duties of that position which include managing assigned construction projects from the initial concept through development, inspection and completion, and researching property ownership, contacting owners, negotiating with owners and preparing documentation necessary for the District to acquire rights of way and easements.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops scope of services and solicits proposals from engineering firms; prepares, negotiates and presents contracts to Board for approval; reviews plans and specifications for compliance with contract; solicit utility companies for conflicts and negotiate relocations; manage and perform right-of-way acquisitions; prepare bid documents and manage pre-bid conferences; prepare addenda to bids; review bids for compliance with specifications.
- Manages construction contracts; manages pre-construction meetings; manages and conducts construction inspections; reviews shop drawings and material certifications; prepares change orders, as necessary; prepares punch lists and conducts final walk thru with MDNR when applicable; reviews invoices and authorizes payment in accordance with contract.
- Creates, coordinates and maintains files of information and historical data related to projects and activities; reviews and recommends updates to current process and procedures, develops short and long-range planning proposals, neighborhood improvement districts and grant administration.
- Contacts property owners for the donation of land, acquisition of easements, and access rights for District projects; corresponds with out-of-town property owners, attorneys, and trust department officers to obtain needed right-of-way access; communicates with property owners to explain acquisition process; maintains records pertaining to land acquisition activities.
- Researches records to determine property ownership and obtain other relevant information; conducts title searches; schedules, plans, and conducts public meetings about project specific right-of-way acquisitions.
- Prepares lien waivers, statements of just compensation, and other information to comply with federal and state guidelines; coordinates with the District Counselor on acquisition requiring legal action; testifies in court.
- Makes field reviews, takes photographs, video or digital imagery and conducts general inspections; assists in arranging condemnations for right-of-way parcels; calculates monetary offers for easement/access acquisition based on property appraisals or other available sales data; estimates projected right-of-way acquisition costs for budget purposes; maintains records and files relating to confidential land acquisition activities.
- Maintains a safe working environment by adhering to policies and procedures and regulations.

Required Knowledge and Skills:

- Knowledge of project management, and wastewater survey, construction and maintenance.

JOB DESCRIPTION

Assistant Project Manager

- Knowledge of District, state and federal statutes, codes and regulations related to wastewater maintenance and construction.
- Knowledge of Federal and State laws, regulations and codes governing wastewater collections and treatment.
- Knowledge of District, state and federal regulations regarding procurement and bids.
- Knowledge of District operations, programs, policies and procedures.
- Knowledge of standards, practices and codes related to wastewater construction inspection and right of way acquisition.
- Knowledge of safety requirements and guidelines related to wastewater construction inspection and right of way acquisition.
- Knowledge of maps, deeds, plats and survey documentation.
- Knowledge of surveying equipment and practices, including State and local requirements for construction plans.
- Skill in prioritizing work and in coordinating multiple assignments.
- Skill in planning, organizing, budgeting and managing projects.
- Skill in reading and interpreting legal descriptions, abstracts, and other documents for property to be acquired;
- Skill in map reading, mathematical calculations and technical specifications.
- Skill in operating a personal computer and standard software applications.
- Skill in maintaining accurate records and in preparing reports.
- Skill in communicating effectively, both orally and in writing and in establishing and maintaining cooperative working relationships with other staff and the public.

Education, Experience, and Certifications:

- Bachelor's Degree in Business, Construction Management, Civil Engineering, or related field and five years of experience in construction project management and right of way acquisition.
- Possess and maintain a valid Missouri Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work requires inspection of field areas that often contain loose rock, mud, ledges, steep inclines, precarious footholds, and hazards.
- Some work is performed in office.

Equipment and Tools Utilized:

- Equipment utilized includes computers and standard office equipment, Map reading equipment such as engineer's level, pickup truck.



TITLE:	Project Manager	FLSA:	Non-Exempt
PREPARED:	January 2007	UPDATED:	

Summary: With limited supervision, manages assigned construction projects from the initial concept through development, inspection and completion, and researches property ownership, contacts owners, negotiates with owners and prepares documentation necessary for the District to acquire rights of way and easements.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

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- Researches records to determine property ownership and obtain other relevant information; conducts title searches; schedules, plans, and conducts public meetings about project specific right-of-way acquisitions.
- Prepares lien waivers, statements of just compensation, and other information to comply with federal and state guidelines; coordinates with the District Counselor on acquisition requiring legal action; testifies in court.
- Makes field reviews, takes photographs, video or digital imagery and conducts general inspections; assists in arranging condemnations for right-of-way parcels; calculates monetary offers for easement/access acquisition based on property appraisals or other available sales data; estimates projected right-of-way acquisition costs for budget purposes; maintains records and files relating to confidential land acquisition activities.
- Maintains a safe working environment by adhering to policies and procedures and regulations.

Required Knowledge and Skills:

- Knowledge of project management, and wastewater survey, construction and maintenance.
- Knowledge of District, state and federal statutes, codes and regulations related to wastewater maintenance and construction.

JOB DESCRIPTION

Project Manager

- Knowledge of Federal and State laws, regulations and codes governing wastewater collections and treatment.
- Knowledge of District, state and federal regulations regarding procurement and bids.
- Knowledge of District operations, programs, policies and procedures.
- Knowledge of standards, practices and codes related to wastewater construction inspection and right of way acquisition.
- Knowledge of safety requirements and guidelines related to wastewater construction inspection and right of way acquisition.
- Knowledge of maps, deeds, plats and survey documentation.
- Knowledge of surveying equipment and practices, including State and local requirements for construction plans.
- Skill in prioritizing work and in coordinating multiple assignments.
- Skill in planning, organizing, budgeting and managing projects.
- Skill in reading and interpreting legal descriptions, abstracts, and other documents for property to be acquired;
- Skill in map reading, mathematical calculations and technical specifications.
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Education, Experience, and Certifications:

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