



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Project Manager	Job Code:
Reports to: County Manager	FLSA Status: Exempt
Department: County Manager	

Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.

Purpose of Classification

This classification aims to oversee the planning, designing, and constructing water, sewer, and capital improvement projects within Effingham County. This role requires managing various projects, including public infrastructure, and ensuring compliance with all applicable federal, state, and local regulations. The Project Manager will coordinate with multiple stakeholders, including internal departments, external consultants, regulatory agencies, and the public.

Principal Duties and Responsibilities (Essential Functions):**

- **Project Management:**
 - Oversee and manage the planning, design, and construction of water, sewer, and other capital improvement projects ranging from \$5,000 to \$50,000,000 and above.
 - Serve as a liaison between project stakeholders, including contractors, vendors, executive management, and regulatory bodies, ensuring effective communication and decision-making.
 - Prepare and review Requests for Proposals (RFPs), Statements of Qualifications, and bid documents; evaluate and recommend vendors for contract awards.
 - Conduct pre-design assessments, develop project schedules, and estimate overall project costs.
 - Manage construction contracts, perform quality control inspections, and ensure compliance with all regulatory requirements.
 - Coordinate with utilities and manage the installation of information technology systems for capital projects.
- **Regulatory Compliance:**
 - Ensure all projects comply with the Effingham County Board of Commissioners' long-term plans, Georgia Environmental Protection Division (EPD) guidelines, and other relevant regulations.



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- Periodically review and update standards and specifications to maintain compliance.
- Assist with acquiring necessary permits and ensure all required documentation is accurate and up to date.
- **Technical Responsibilities:**
 - Maintain and update computer models of water distribution and wastewater collection systems.
 - Perform needs analyses, cost estimation, fire flow analysis, and evaluate future system requirements.
 - Review and approve design documents, ensuring they meet all engineering and regulatory standards.
- **Stakeholder Engagement:**
 - Meet with the public, developers, and regulatory agencies to discuss project progress, address concerns, and provide updates.
 - Investigate and resolve customer complaints about water pressure or other project-related issues.
 - Provide technical assistance and information to other County departments and external entities as needed.
- **Documentation and Reporting:**
 - Coordinate project close-out procedures, including collecting and archiving project documentation and reports.
 - Prepare and submit required reports to regulatory agencies, including the Georgia EPD.

Qualifications

- **Education and Experience:**
 - Bachelor's degree in Civil Engineering, Construction Management, or a related field.
 - Minimum of six years of experience in the water/wastewater field, with at least two years of project management experience.
 - A professional engineer (PE) license or the ability to obtain it within four years is preferred.
 - Experience with water/sewer modeling and CAD software is highly desirable.
- **Skills and Abilities:**



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- Strong knowledge of engineering design principles, construction practices, and project management methodologies.
- Proficiency in Microsoft Office, CAD, and hydraulic modeling software.
- Excellent verbal and written communication skills, with the ability to interact effectively with various stakeholders.
- Ability to manage multiple projects simultaneously and prioritize tasks effectively.
- **Physical Demands and Work Environment:**
 - The position may require standing, walking, and sitting for extended periods and occasional lifting to 50 pounds.
 - Work may involve exposure to outdoor weather conditions and construction site hazards.

MINIMUM QUALIFICATIONS

Certificates, Licenses, Registrations

- Valid Georgia Driver's License.
- Georgia Professional Engineer License (or ability to obtain within four years).
- Erosion & Sediment Control Level 2 Certification preferred.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization:



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Requires the ability to operate, maneuver, and control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires utilizing various reference, descriptive, and/or advisory data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks require exerting moderate, though not constant, physical effort. They typically involve climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals, and some require the ability to communicate orally.



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Environmental Factors:

The work environment is a mix of office and field settings, occasional exposure to outdoor weather conditions, moving mechanical parts, and construction-related hazards.

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