



# TOWN OF EASTON ENGINEERING DEPARTMENT

## PROJECT MANAGER JOB DESCRIPTION

### **DESCRIPTION**

1. Manage the design, permitting, and construction for Town projects.
2. Construction Administration including the scope, schedule and cost of Town projects.
3. Projects include, but are not limited to roads, curbs, sidewalks, stormdrain, stormwater management, and stream restoration.
4. Most projects will include working with Private Consultant Engineering and Surveying Firms as well as Private Construction Contractors.
5. Available to work outside the standard workweek and during emergency closings.
6. Perform other duties and powers as delegated by the Town Engineer.

### **MINIMUM QUALIFICATIONS**

1. Must have experience with road infrastructure, stormdrain, and stormwater management construction.
2. Must have experience with Construction Drawings and Specifications.
3. Must be able to communicate with the public, contractors, engineers, and fellow employees.
4. Must be able to work in all types of weather including but not limited to walking over varying terrain and lifting and carrying various inspection equipment.
5. Must have ability to accurately document and maintain necessary records in writing and on electronic devices such as computers and tablets.

### **LICENSE OR CERTIFICATION REQUIREMENTS**

1. Must have valid Driver's License.

This is a Full Time Nonexempt position with benefits. The Town of Easton is an Equal Opportunity Employer.