



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

470 Center Street, Building 4 • 12611 Ravenwood Drive, Suite #350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1927

Post from Friday, February 23, 2024 until filled

Position: Project Manager
Department: Maintenance Department
Pay Grade: 16E Exempt from Overtime

Definition: Under general direction of Director. Coordinates building, renovation, and maintenance projects undertaken by the county to assure projects are carried out correctly, timely, and to expected standards. Plans and prepares project scopes, plans and specifications alone or with outside professional help. Ensures that all projects are delivered on time, within scope and within budget and that safety standards are met as projects proceed. Keeps project schedules on track, up to date and shared with the appropriate personnel. Promptly communicates concerns as needed. Professionally represents the department to elected officials, contractors, and the public. Other duties as assigned.

Typical Examples of Duties & Percentage of Time:

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| 30-40% | Maintains accurate project documentation, including project plans, schedules, reports, and technical specifications. Prepares project progress reports, highlighting key milestones, issues, and risks. Communicates project status and results to senior management. |
| 30-40% | Formulates and recommends maintenance department policy as it relates to project management; coordinates contractors; assists development of plans for department projects including scopes, objectives and contracts; assists in development of project budgets, organizational structure and staffing patterns relating to maintenance projects. |
| 10-20% | Evaluates County building needs; organizes, schedule, budgets and plans projects based on those needs. |
| 15-25% | Performs ongoing inspections of new and existing projects for compliance with contract requirements and expected standards; Performs risk management to minimize project risks. |
| 5-10% | Assists with public relations by dealing with complaints relating to the progress and completion of county projects. Attends and participates in mission-related meetings or committees, as required, occasionally during evening hours. |

Knowledge, Skills and Abilities:

Knowledge of (1) management principles and techniques involved in project management; (2) personnel administration methods and techniques in a team environment; (3) fiscal management techniques; (4) budget

process; (5) departmental rules and regulations*; (6) organizational skills including attention to detail and multi-tasking ability; Skill in the (7) use of modern computer software programs and equipment; (8) preparation of cost estimates;

Ability to (9) deal with large number of variables and determine/recommend specific course of action; (10) evaluate situations and make objective decisions; (11) organize and coordinate programs; (12) maintain and prepare a variety of records and reports; (13) communicate with others both orally and in writing; (14) deal effectively with public officials, employees, co-workers, and the general public; (15) handle sensitive and routine inquiries; (16) plan, direct and oversee the activities of a major operation; (17) enforce rules and regulations with fairness and impartiality.

*Developed after employment.

Suggested Training and Experience Requirements:

Bachelor's degree (or equivalent technical diploma/certification) in construction technology or a related field with 6-10 years of project management experience and training including leadership/supervisory; or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must possess valid Ohio driver's license or equivalent and maintain acceptable driving record.

Requires vision (which may be corrected) to read small print.

Requires ability to stand, sit, walk, talk or hear; use of hands; reach with hands and arms.

Requires ability to climb, stoop, kneel, crouch or crawl.

Occasionally lift and/or move up to 25 pounds.

Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

Is subject to inside and outside environmental conditions.

Required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.

All required licenses and certifications must be maintained as a continued condition of employment.

Submit resume and job application to the Geauga County Commissioners, Attn: Human Resources Administrator#1927 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024 OR

email: boccjobs@geauga.oh.gov

Details and Application at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>

