



## City of Livingston, Montana Project Manager – Public Works – Full-time Year-round

### **Job Description:**

Performs as an experienced professional working in the Public Works department. Responsible for the management of the City's capital projects, as well as coordinating with private utility infrastructure projects. Work is performed under the direction of the Director of Public Works. Position relies on advanced level construction and engineering experience and exercises independent judgment to determine best approaches by using and interpreting City policies and procedures.

**Work Location:** In person at the City of Livingston Public Works office located at 330 Bennett St, Livingston, MT and around the City of Livingston job sites as needed.

**Job Type:** Full-time, year-round.

### **Schedule:**

Regular schedule and hours are Monday – Friday, 7:00 a.m. to 4:00 p.m. but may occasionally include evening meetings, holidays, and weekends depending on project demands and urgency.

**Rate of Pay:** The compensation for this position is \$30.00 - \$36.00 per hour depending on experience and education.

### **Benefits Include:**

Vacation Accrual, Sick Accrual, and Paid Parental Leave  
Holiday Pay  
Medical, Dental, Vision and Life Insurance  
Health Savings Account and/or Flexible Spending Accounts  
Employee Assistance Plan  
Montana Public Employee Retirement Plan (PERS)

### **Essential Functions include, but are not limited to the following:**

- Reviews, authorizes and monitors the work of architectural and engineering consultants during the development of construction plans and as necessary during the construction phase of projects.
- Coordinates and prepares cost estimates, specifications, and scope of services for the department's capital improvement projects (CIPs).
- Monitors construction projects and keeps essential personnel updated on project status.
- Prepares a wide variety of written documents including reports, cost analysis, correspondence, and grant applications.
- Maintains and updates the City's Public Works Design Standards and Specifications and the City's Modifications to the Montana Public Works Standard Specifications.
- Reviews shop drawings and change order requests to verify compliance with City standards, need and price.
- Verifies and approves pay application requests from contractors and consultants on department projects.
- Assists with all aspects of the City's bid process to include providing necessary documentation, attending meetings, reviewing proposals and recommending contractor awards.

- Recommends and assists the Public Works Director with the preparation and implementation of the department's annual budget, capital improvement plan and strategic plan consistent with standard operating procedures and department priorities of the Public Works Department.
- Manages the ADA Transition Plan and serves as the ADA coordinator.
- Works closely with the GIS Department to update Infrastructure maps.
- Assists with employee panel interviews and recommendations for hiring within Public Works departments.
- Assists the Director with the establishment of departmental weekly/yearly project and staffing schedules and the assignment of work to the proper departments and employees.
- Keeps abreast of existing operations and anticipates potential problems, circumstances/activities or events which may/will affect the department and keeps the Director apprised of the same.
- Reviews and responds to questions, comments, complaints and requests for service lodged by the general public and recommends action to correct departments.
- Advises Superintendents on matters requiring technical knowledge.
- Manages the department's safety program, assists with departmental wide safety awareness monthly safety meetings, hosts quarterly safety committee meetings, meeting with Department of Labor for site inspections and updates the department's safety program.
- Administers the Street Cut and Utility Occupancy Permits with contractors and utility companies.
- Administers the department's Storm Water Pollution Prevention Plan (SWPPP) for the Water Reclamation Facility (WRF).
- Prepares annual permit renewals for solid waste and the WRF.
- Prepares and makes presentations before the City of Livingston Commission and general public, pertaining to the Department.
- Keeps in constant contact with the Director in regards to all departmental information that may require Director to be informed and aware of developments that could affect the general public or City of Livingston employees.
- Administers and assists with regulations of storm and sanitary sewer maintenance, solid waste collection and disposal, streets maintenance, water pumping, treatment and distribution, wastewater treatment and disposal, cemetery, and parks.
- Daily contact with employees. Close contact with Public Works Director, City Manager and other Department Heads.
- Daily contact with the public in planning activities, answering complaints and questions and coordinating with other agencies.
- Performs other duties as assigned, requested, and/or required

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of construction management and engineering methods, practices, regulations, codes, and laws.
- Knowledge of City and department regulations, codes and laws, and ability to enforce and comply with them.
- Knowledge of methods and techniques for construction and maintenance of streets, alleys, water, sewer and storm drain lines, maintenance of parks and landscaping, pools, water and sewer treatment facilities.
- Skill in Microsoft Office products (Word, Outlook, and Excel).
- Ability to quickly learn City-specific software (Caselle, Opworks and Esri).
- Experience providing excellent customer service and striving to continually improve City services.
- Ability to work with little supervision and to maintain confidentiality.
- Possess strong analytical and problem-solving skills.
- Possess excellent written and verbal communication skills in English.
- Experience in budgeting and capital improvement project planning is a plus.
- Ability to multi-task, assign, and prioritize assignments within the department.

- Ability to delegate, manage, organize, and provide guidance effectively.
- Ability to regularly attend work, arrive punctually for designated work schedule, work non-standard hours as needed, and respond effectively in emergency situations.
- Ability to plan, organize, and provide guidance on the project work to superintendents and/or employees in the Public Works departments.
- Ability to establish and maintain effective working relationships with colleagues, stakeholders, and the public.
- Ability to identify future needs and make recommendations relating to staffing, equipment, supplies, and services based on project demands.
- Ability to perform highly responsible and complex administrative assignments involving a wide variety of independently performed tasks.
- Ability to follow, train, monitor and encourage use of safe working procedures to ensure the public's safety.

**Education & Experience Requirements:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Any combination of education and experience equivalent to high school diploma, supplemented by college and/or advance courses of study in the areas of engineering, construction management, and/or similar fields.
- At least 5 years of experience in construction, engineering, utility management, public works, and/or other related fields.
- Ability to interpret and apply City, State, and/or Federal laws, rules, and regulations to everyday Project Management activities.
- Must possess a valid U.S. driver's license with an approved driving history.
- Professional Engineer license in Montana, or ability to obtain a license, is a plus.

**Physical Requirements:**

- Requires the occasional exertion of up to 25-pounds.
- Work may require some climbing, stooping, reaching, walking, grasping, pushing, pulling, throwing, and repetitive motions while visiting construction project sites.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**Working Conditions:**

This work has exposure to environmental conditions when working outside. These conditions may include outside temperatures, bright or dim light and sunlight, wet and/or humid conditions, dust, pollen, smoke, and other outdoor air situations.

**To apply, please send cover letter and resume via email to Cari Rubin, Human Resources Director  
HR@LivingstonMontana.org**