



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **TRANSPORTATION PROJECT MANAGER**
 (Provisional* Appointment)

SALARY: \$77,680 – \$100,045 annually

LOCATION: Monroe County Department of Transportation

JOB SUMMARY:

This is an engineering position in the Monroe County Department of Transportation responsible for overseeing and coordinating highway and bridge design and construction projects. The Transportation Project Manager works with consultants, project engineers, resident engineers, inspectors, and contractors to review facilities for conformance with design and construction standards, to coordinate projects with other construction ventures, and to approve estimates or payment requests. This position involves both office and field work at construction job sites. The employee reports directly to and works under general supervision of a higher-level engineering staff member with considerable leeway allowed for the exercise of independent judgment and the application of professional engineering standards. General supervision is exercised over subordinate professional and technical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or Civil Engineering Technology, plus four (4) years paid full-time or its part-time equivalent experience in public works engineering (highways and bridges) involving one or more of the following: surveying, project design, construction inspection, or construction, two (2) years of which shall have been in one or more of the project management activities**; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering Science, Civil Technology or Civil Engineering Technology, plus six (6) years paid full-time or its part-time equivalent experience as described in (A) above, two (2) years of which shall have been in one or more of the project management activities**; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Project management involves the following activities:

- Preparation/review of project scope, proposals, design, estimates, specifications;
- Project scheduling and tracking;
- Oversight/management of the construction phase of a project for conformance to design standards;
- Preparation/review of weekly progress reports and progress payments

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: February 12, 2021

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.