



Position Description

Job Title:	PUBLIC WORKS PROJECT MANAGER	Effective Date:	August, 2025
Department:	Park & Road Services	Position Type:	Full-time
Work Schedule:	Hours, days, and schedule as required by Board of Trustees, 2080 hours per year	Bargaining Unit:	N/A
Work Location:	2845 Home Road	FLSA:	Exempt
Reports to:	Township Administrator	Pay Range:	7

NATURE OF WORK

The Public Works Project Manager provides administrative oversight to ensure the larger vision of the Township parks and roadways are achieved. The Project Manager will prioritize and oversee projects focused on improvements to the Township's roadways, greenspaces, parks, facilities, and fleet with an emphasis on strategic operational assessments, fiscal responsibility, and securing external funding for capital improvement projects.

This position plans, coordinates, directs and oversees a wide variety of Township capital improvement projects, special events, services, and activities. The Public Works Project Manager leads projects from initiation to completion, encompassing planning, execution, monitoring, closure, and follow-up. The job requires communication and collaboration with Township management, staff, and elected officials, other political subdivisions (City of Powell, Delaware County, State of Ohio), contractors, other organizations, and the general public.

SUPERVISORY RESPONSIBILITY

The Public Works Project Manager supervises the Park & Road Services Office Manager, oversees the Park & Road Services Director and staff in conjunction with public works projects.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Provides administrative oversight of the Township Parks & Road Services Department: through daily meetings with the Park and Road Services Supervisor, establishes both short- and long-term operational goals, ensures Supervisor has the staffing, equipment, and resources to complete projects, assigns work details as needed; maintains accurate project records and prepares a variety of reports, including progress and final project summaries.

Project Planning & Management: collaborates with elected officials, Township Administrator, and Park & Road Services Supervisor to establish and prioritize public improvement projects project priorities, including roads, parks, facilities, and multi-trail improvements; presents project recommendations to the Board of Trustees, prepares cost estimates, and evaluates feasibility within budget constraints; defines project scopes, objectives, budgets, and timelines; ensures Park & Road Services team has the necessary resources, staffing, supplies, and equipment to execute projects successfully; develops work plans and resource strategies; provides regular updates to the Township Administrator and elected officials as needed; prepare Requests for Proposals (RFP's), Requests for Quotes (RFQ's), and Scopes of Work as needed.

Project Implementation & Execution: oversees the successful execution of all project phases, working closely with the Park & Road Services Supervisor to establish realistic short- and long-term goals aligned with township and departmental priorities; manages project resources, including staff, equipment, and materials, while ensuring adherence to schedules, budgets, and quality standards; coordinates with Township staff, external partners and suppliers, and public agencies to ensure successful project completion; reviews and manages contracts, recommends approvals, ensures compliance with contract terms; meets regularly with Park & Road Services Supervisor to ensure project stages and overall projects are coordinated and completed within schedule and budget and routine inspections and reports are completed as needed.

Budgeting & Financial Management: works with the Township Administrator, Park & Road Services Supervisor and the Fiscal Office to develop and manage project budgets, ensuring both individual project and overall departmental budgets are sustainable; reviews budget regularly; tracks project costs and ensures compliance with budget constraints; identifies cost-saving opportunities and explores alternative funding sources to support project goals; prepares and administer grant applications; manages grant funding and reporting requirements, and produces necessary budget documentation.

Project Documentation and Reporting: maintains accurate records and project reports; ensures all relevant approvals are secured; prepares project documentation.

Attend Township public meetings; attend meetings, commissions, conferences, etc. as appropriate and necessary to stay informed of best practices, ORC changes, County and industry standards, etc.; establish, maintain and foster positive and harmonious working relationships; represent the Township in contracts with other governmental jurisdictions and private contractors on public improvement matters.

Perform related work as assigned by the Township Administrator or Board of Trustees.

REQUIRED EDUCATION AND EXPERIENCE

Associate's Degree in construction management, business management/administration, public administration or related field OR equivalent work experience and at least four (4) years of progressively responsible professional work in public works operations OR, a combination of education, experience and training which provides the required knowledge, skills, and abilities to fulfill the duties of the position.

Formal training in leadership development, effective communication or management AND, at least two (2) years of progressively responsible managerial experience in local government environments.

Training and/or education in roadway and infrastructure maintenance is preferred.

Must maintain a valid Ohio drivers' license, remain insurable and have the ability to be bonded. Satisfactory completion of a background investigation and drug screening, if required and eligible for a fidelity bond at ordinary rates.

COMPETENCIES

Communication: verbal, written, presentation skills, persuasion, diplomacy, active listening, effective feedback, meeting effectiveness, public relations

Relationship Management: credibility, teamwork, mutual respect

Ethical Practice: integrity, rapport building, professionalism, trust building

Leadership & Navigation: mission driven, change management, consensus builder, results and goal oriented, project management

Business Acumen: strategic agility, knowledge of government and regulatory guidelines

Consultation: coaching, project management - vision, design, implementation and evaluation, problem-solving, creativity and innovation, flexibility, time management

Critical Evaluation: objectivity, critical thinking, problem solving, decision-making

KNOWLEDGES, SKILLS & ABILITIES

Knowledge of and skill and ability in project management

Knowledge of the principles and practices of roadway management

Knowledge of the principles and practices of park system management

Knowledge of federal, state and local laws, regulations and policies applicable to public sector infrastructure

Knowledge of the principles and practices of government structure and process, employee relations, office practices and procedures and public relations

Knowledge of budgeting practices

Knowledge of modern principles, practices, methods and techniques relating to the effective delivery of services

Demonstrated ability of high-degree self-direction and professionalism in the performance of duties and responsibilities

Ability to plan, organize, manage and prioritize projects, duties and assignments relating to Public Works and Services

Ability to exercise sound reasoning and considerable independent judgment in applying complex policies and regulations to responsible administrative duties.

Ability to perform research and prepare detailed reports and documents.

Ability to research organizational policies and procedures and complex governmental regulations.

Ability to organize, coordinate, and prioritize projects.

Ability to communicate complex ideas effectively - both orally and in writing.

Ability to conduct research and prepare reports on a variety of subjects.

Ability to establish and maintain effective working relationships with elected and appointive officials at all levels of government, with the media and the general public.

Ability to relate, interact, and communicate with superiors, peers, and the general public in an effective, tactful and courteous manner.

Ability to provide leadership for various projects and initiatives.

Skills in analytical abilities and problem solving

Skill in use of personal computers and related software applications (i.e., spreadsheets, databases, Microsoft software including Word, Access, Excel, PowerPoint and Office)

Skills in building working relationships and consensus building

Skills in project and task management

Skills in dealing with difficult situations and individuals

Skills in motivating staff and others

Skills in assessing situations and making recommendations for improvements

Skills in continuing quality improvement

Physical ability to negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet);

Physical ability to exert force to elevate objects of varying weight and size (lifting equipment and tools, humans, protective equipment);

Physical ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles);

Physical ability to exert enough force to move stationary objects toward or away from their former position (pull carts, equipment, pushcarts, lifting objects);

Physical ability to manipulate hands, fingers, and wrists or to duplicate the following activities (grasping, holding heavy weights, keyboarding, pushing buttons, and repetitive movements) by other means;

Visual acuity to distinguish from short and long distances and define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings safety hazards);

Auditory acuity to hear, differentiate and evaluate varying sounds (cell phone, radio, or communication equipment, safety warnings) from close and far distances;

Physical ability to independently lift objects weighing up to 50+ pounds;

Ability to work and operate in extreme temperatures and temperature changes (heat, humidity, below freezing, wind chill).

Pre-employment, post-offer physical examination including, but not limited to drug testing, background check, and other related components which are based on the specific sensory and/or physical demands of the position.

Signatures:

Board Chair

Date

Human Resources

Date

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____