



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL BIDS

NOTICE

The City of Pawtucket is posting the following vacancy in Local 3960 AFSCME:

| # | DEPT. | DIVISION | JOB TITLE | PAYGRADE | SALARY RANGE |
|---|--------------|--------------|--|-----------------|-----------------------------|
| 1 | Public Works | Public Works | Chief of Project Development (Chief Engineer) | Pay Range: 18T- | \$73,729.18- \$85,350.74 |

Schedule Hours: 40 Hrs/Wk.

Minimum requirements upon application:

- Bachelor's Degree (B.A. or B.S.) from four-year College in engineering, planning or public administration, Master's Degree preferred;
- Required experience 5-7 years;
- Supervisory experience required;
- Significant experience in construction methods.

Certificates, Licenses, Registrations (Copies to be presented upon application):

- Professional Engineering license (PE) and/or Project Management Professional (PMP) preferred.

Please submit a City of Pawtucket employment application, which can be found at www.pawtucketri.com under employment opportunities, copy of College diploma and resume to HR@pawtucketri.com.

Candidates must meet minimum qualifications as stated in job description

Application Period: March 25, 2019- Until filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: CHIEF OF PROJECT DEVELOPMENT
Department: PUBLIC WORKS
Reports To: DIRECTOR OF PUBLIC WORKS
Pay Grade: 18T
Prepared By: AG/dm
Prepared Date: JULY 2000
Approved By: MDC
Approved Date: JANUARY 2001
Revised Date: October 18, 2012

SUMMARY

Manages complex projects and coordinates experts from different fields for the duration of each project. Prepares forecasts of needed funds, assists in developing and implementing project budgets, and monitors expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following, other duties may be assigned:

- Managing engineering, planning, and construction projects from concept through implementation.
- Directing helpers, assistants, seasonal employees, interns, volunteers or temporary employees and may temporarily act in a higher capacity.
- Managing complex projects by assigning work, forecasting timelines and project parameters, reviewing and approving plans and documents, devising solutions to problems, deploying resources, ensuring projects are completed effectively and efficiently within budget timeframes, studying and approving agreements, disbursing payments, conducting and attending meetings with associated parties.
- Preparing forecasts of needed funds, assists in the development and implementation of budgets, monitors project budgets, authorizes expenditures and budget allocations, reviews budget documents and prepares reports and communications.
- Collaborating with intra- and inter-departmental personnel.
- Developing project goals and objectives, evaluating project success and regulatory compliance, and making presentations.
- Recommending, hiring, and managing consultants, including contract review.

- Performing administrative duties by preparing and reviewing reports and correspondence, performing safety audits and inspections, reviewing policies and procedures, providing advice, researching and analyzing information such as cost-benefit studies, developing and maintaining databases and responding to and forwarding inquiries.
- Managing the tree planting program for the City.
- Overseeing engineering and traffic engineering divisions.
- Managing additional programs and projects as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college in engineering, planning, or public administration, Master's Degree preferred; Required experience 5-7 years, Supervisory experience required. Significant experience in construction methods. Professional Engineering license (PE) and/or Project Management Professional (PMP) Certification preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Fluency in multiple languages preferred.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License
- PE or PMP preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. May be required to lift objects up to 25 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.