



**CITY OF PAWTUCKET**  
 CITY HALL  
 137 ROOSEVELT AVENUE  
 PAWTUCKET, RHODE ISLAND 02860

**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	Building Maintenance	Project Leader	12T – \$59,906.81- \$69,297.65

Schedule: 40 hours per week:

Minimum requirements upon application:

Bachelor’s Degree (B.S.) in Civil Engineering or Building Technology;

And four years of related work experience, preferably in a Civil Engineering consulting firm and preferably an Engineering in Training (EIT) Certificate.

Must be proficient in the use of computers, including a strong knowledge of AutoCAD, Microsoft Word, Excel, PowerPoint and Access software. Should be familiar with, and have a working knowledge of AASHTO, AISC, ACI and IBC.

Please see Job Description for details. Candidates must meet minimum qualifications as stated in job description.

Internal Applicants must fill out transfer request form and return to HR along with copy of your required Education documents. External Applicants must apply on Indeed.com

**Application Period: August 23, 2021- 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:	Project Leader
Department:	Building Maintenance
Reports To:	Maintenance Manager
Grade Level:	12T
Prepared By:	CC/EE
Prepared Date:	July 2019
Approved By:	SM
Approved Date:	Dec 2019

### **SUMMARY**

The Project Leader is a key member of the Department of Public Works, serving as a project manager for various city-wide projects and initiatives. Works under the general direction of the Director of Public Works and Maintenance Manager, but also acts a liaison to City leadership and/or vendors as it pertains to the projects. This position is responsible for all aspects of the facilities project management scope and the implementation of such, including the planning, coordination, regulation monitoring, specifications development, project monitoring, and overall project status.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as an administrator of City facility projects and contracts. Responsible for all City project tracking, contract tracking, data entry, program monitoring, invoicing and changes for all City facility projects and multiyear maintenance operations/contracts.
- Assists in the development of city wide projects, preparing plans, specifications, and cost estimates related to architectural, civil, environmental, and structural engineering.
- Responsible for monitoring, controlling, troubleshooting, and generating work orders for all aspects of the City's building maintenance management software program which includes, but not limited to, HVAC monitoring and work order generation/tracking.
- Developing maintenance procedures and ensuring implementation. Conducts inspections of the facilities to identify and resolve issues, such as checking electrical and hydraulic systems of buildings to ensure functionality.
- Administers and manages the City's street light maintenance management software program including but not limited to, control adjusting, calls, grievances, and work order generation.
- Assumes responsibilities for assisting in all aspects of the building maintenance departments operations. Serves as a back-up during the absence of Maintenance Manager.
- Serves as the Resident Engineer on City construction projects, performing construction management responsibilities including but not limited to coordination, administration, inspections, survey layout, and shop drawing review.

- Serves as Administrator for City wide initiatives such as the 50/50 Sidewalk program, Free Tree program, and Free Rain Barrel program. Oversees all aspects of each program.
- Provides technical assistance to department employees, especially in the area of AutoCAD as it relates to contract development and the GIS Program.
- Works closely with the City Engineer to develop infrastructure specifications and oversee the Dig Safe Program
- Develops and maintains Engineering Department website from which plans, specifications and any other information as deemed necessary can be made available to the general public.
- Supervises the work of engineering aides, and requires the ability to update and maintain various plans, maps, and records in both hard copy and digital format.
- Establish and maintains a cooperative relationship with municipal officials, the public, and with various State Agencies.
- Other duties may be assigned

## **QUALIFICATIONS**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. Requires independent thinking and judgment, with ability to triage and resolve issues related to city assignments.

Position requires some 24/7 monitoring and involves some on-call maintenance problem resolution.

## **EDUCATION and/or EXPERIENCE**

Requires a Bachelor's degree in Civil Engineering or a Building Technology or related field from an accredited college, university, or technical institution, and four years of recent related work experience, preferably in a Civil Engineering consulting firm and preferably an Engineering In Training (EIT) Certificate or equal combination of education and experience. Must be proficient in the use of computers, including strong knowledge of Purchase Order/Requisition software such as Munis, AutoCAD, Microsoft Word, Excel, PowerPoint and Access software. Should be familiar with, and have a working knowledge of, AASHTO, AISC, ACI, and IBC.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze, and interpret technical information and legal documents. Ability to effectively present information to management, public groups, boards and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as percentages, areas, circumference, volumes, and angles. Ability to apply concepts of algebra, geometry and trigonometry.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions, and 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

Engineering In Training (EIT) Certificate preferred

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. Must be physically capable of moving about on a construction work site and under adverse field conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and vibrations. The noise level in the work environment is moderate to loud.

# CITY OF PAWTUCKET

Division of Human Resources

## Local 3960

### EMPLOYEE REQUEST FOR POSITION TRANSFER

**\*\*\*Form MUST be filled out completely\*\*\***

Name:

Address:

City, State & Zip Code:

Tel. #:

DOH:

Present Job Title and Division:

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If you are applying for more than one position, please note your preference in box below; i.e., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.

### Position I wish to be transferred to:

Job Title:	Division:
	Preference:

Copies of any licenses, certificates, degrees, etc. required for this position **MUST** be attached at time of application.

I have reviewed the Job Description and understand the requirements for this position, furthermore, I understand that I may be required to successfully pass a competitive examination and/or Oral Board prior to a permanent transfer.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_