



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424

[www.ontariocountyny.gov](http://www.ontariocountyny.gov) | (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB POSTING NOTICE

TITLE: [Project Manager](#)

POSTING #: 21-001

DEPARTMENT: Department of Public Works

RATE OF PAY: \$27.90/HR

TIME: Full-Time Position

TYPE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the [Rule of Three](#).

NOTE: Appointment pending pre-placement drug and background check.

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### MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Architecture, Construction Management, Mechanical Engineering Technology, or a closely related field AND one (1) year of full-time paid experience, or its part-time equivalent, in public works project development or in construction management; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor of Arts or Science Degree AND two (2) years of full-time paid experience as described in (1) above; OR
3. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Architectural Technology, Building Construction, Construction Engineering Technology, or a closely related field, AND three (3) years of full-time paid experience as described in (1) above; OR
4. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of full-time paid, or its part-time equivalent, progressive experience in public works project development or in construction management; OR

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5. An equivalent combination of education and experience as defined by the limits of (1), (2), (3) and (4) above.

Special Requirement at Time of Appointment: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

Substitution: Possession of a Master's Degree from a regionally accredited or New York State registered college or university may be substituted for one (1) year of the required experience.

**TYPICAL WORK ACTIVITIES:** (illustrative only)

Develops and prepares project scope, specifications and designs for building facilities and infrastructure construction, maintenance and repair projects;  
Ensures project design is compatible with needs;  
Prepares project concept proposals and cost estimates;  
Coordinates the input of department heads, technical staff and consultants associated with the project;  
Prepares Request for Proposals outlining project needs for architect-engineering (A-E) and construction firms to use as guidelines in preparing designs and bids;  
Reviews and analyzes submittals for compliance with agency and engineering standards and for appropriate design applications;  
Reviews and confirms bidding contractors' qualifications;  
Prepares bid documents and makes recommendation of contract award to supervisor(s);  
Prepares project resolutions and reports for consideration by the governing board;  
Administers contracts and agreements related to the project and serves as the official administrative contact with architects and contractors;  
Coordinates and reviews submittals and shop drawings to identify potential problem areas in advance;  
Monitors problems areas and takes appropriate corrective action as necessary;  
Reviews detailed project schedules based on approved completion dates;  
Inspects contractors work and/or coordinates with Construction Manager, which may require operating motor vehicles to reach field and site locations;  
Coordinates the preparation of, and periodically updates, project cost estimates;  
Resolves conflicts between cost and technical constraints, legal and regulatory requirements, and user needs;  
Reviews expenditures within the budget and provides cost controls;  
Processes invoices with fiscal staff;  
Reviews project status performance reports against established control criteria;  
Ensures all project closeout documents are completed and available.

**QUALIFICATIONS:**

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

EOE