



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

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 OPENING NOTICE

JOB POSTING #: 25-076 **POSTING DATE*: FROM:** 11/12/25 **TO:** 11/28/25

JOB TITLE: Project Manager (HELP PROGRAM)

2025 RATE OF PAY: \$79,950/yr (\$41/hr)

LOCATION: Ontario County Department of Public Works

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>.

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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.

MINIMUM QUALIFICATIONS: Either:

1. Possession of 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. Possession of a Bachelor of Arts or Science Degree AND two (2) years of full-time paid experience as described in (1) above; OR
3. Possession of 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
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 - EXPERIENCE: 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.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

PROJECT MANAGER

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DISTINGUISHING FEATURES OF THE CLASS: The work involves the coordination of small to complex building facilities and infrastructure projects, through all phases; including programming, design, construction and occupancy. The incumbent is responsible for the timely completion of these projects within budget limitations. Work is carried out in the accordance with established practices and procedures permitting considerable leeway in carrying out the details of the work. Direct supervision is received from immediate supervisor with general supervision received from higher level Public Works personnel depending on the project. Supervision is not normally exercised over work of subordinate personnel. Does related work as required.

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;

PROJECT MANAGER

TYPICAL WORK ACTIVITIES: (Continued)

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.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the procedures, tools, terminology and common practices of building and infrastructure project management; thorough knowledge of the principles of design and construction project scheduling; working knowledge of State laws, bidding, building codes and the approvals needed for projects; working knowledge of construction management techniques, scheduling and construction methods; working knowledge of construction cost estimating; ability to read, understand, and interpret contracts, procedures and guidelines, often containing technical and legal terminology; ability to communicate effectively, both orally and in writing; ability to resolve conflicting work demands; ability to prepare and/or review comprehensive building construction project plans and schedules; ability to visually inspect the work of building tradespersons and contractors; ability to establish and maintain cooperative relationships with contractors, consultants, technical staff, and others; ability to plan and organize; tact; physical condition commensurate with the demands of the position.

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ADOPTED: MARCH 16, 2018

REVISED: 11/22/20; 8/23/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES