



CITY OF PITTSBURGH
invites applications for the position of:

Project Manager

SALARY: See Position Description

OPENING DATE: 11/08/21

CLOSING DATE: 11/29/21 04:00 PM

POSITION SUMMARY:

Supervises and directs professional, technical and clerical employees in the engineering design and/or construction management of simple and complex, multi-disciplined Capital projects (e.g., parks, streets, storm water and sewers, community facilities, green infrastructure, streetscape, steps, traffic and street lighting, bridges and structures, etc.) using federal, state, local and private funding.

Department: Any

Position Type: Announcement

Salary: \$80,876 per year.

Union: None, this is a non-union position.

Civil Service Classification: Non-Competitive

REQUIREMENTS:

I. General Application Requirements:

You must submit or show proof of all of the following at the time of filing your application (unless otherwise indicated below) or your application will be disqualified. **Disqualifications based on any of these General Application Requirements are not subject to a Civil Service appeal.**

- A completed online City of Pittsburgh Employment Application, including your online Employment Profile Data. (Education and Work Experience).
- Completed online City of Pittsburgh Supplemental Form questions for this position.
- A resume, to be submitted online.
- Applicants must become residents of the City of Pittsburgh prior to employment and remain a resident throughout employment.
 - Click [here](#) to view a map of City of Pittsburgh neighborhoods.
- A current, valid Class C Pennsylvania Motor Vehicle Operator's License at the time of filing application or prior to appointment, which must be maintained throughout employment. Written requests for a special accommodation on the basis of the Rehabilitation Act of 1973 and the Americans with Disabilities Act will be considered by the Department of Human Resources & Civil Service on an individual basis.
- **Applicants MUST present a current Professional Engineer License/Registration at the time of appointment if selected to fill this position.**
- **Candidate selected to fill this position MUST obtain a Commonwealth of Pennsylvania License/Registration within sixty (60) days after date of appointment.**

NOTE: The City of Pittsburgh, as a matter of policy, conducts pre-employment and promotional background investigations on all candidates being considered for positions. The background investigation includes but is not limited to criminal background, driver's license and City of Pittsburgh real estate tax payments. Candidates may be disqualified from consideration from employment based on the results of their background investigation **(as it relates to the job for**

which the applicant is being considered).

NOTE: Candidates being considered for employment will be required to submit official transcripts to verify of their post-secondary education (college/university, trade school, etc.) prior to being hired by the City of Pittsburgh. Transcripts must be submitted at the time of any/each job interview you have with the City of Pittsburgh.

II. Qualifying Requirements:

Your City of Pittsburgh application will be reviewed and your work experience and education/training will be evaluated to determine if you meet the qualifying eligibility requirements listed below for this position. You will be sent an eligibility letter regarding your eligible/ineligible status.

WORK EXPERIENCE: The application must clearly show five (5) years of full-time experience in engineering which includes: A.) one (1) year of supervising engineering personnel; and B.) four (4) years of experience as a design and/or resident engineer on major construction projects. **(Full-time is defined as 32 hours or more per week. Less than full-time experience will be calculated on a pro-rated basis).**

EDUCATION/TRAINING: The application must clearly show a Bachelor's Degree from a fully accredited institution in Civil Engineering or a related field. **(See NOTE under the General Application Requirements Section above regarding the verification of education/training).**

EQUIVALENCY: Education/training and/or work experience may be substituted on a year for year basis if the application clearly shows the required number of years to meet the Total Qualifying Requirement for this position **(based on the sum of work experience and education/training listed above)**. The Total Qualifying Requirement is nine (9) years. **(See NOTE under the General Application Requirements Section above regarding the verification of education/training).**

CIVIL SERVICE EXAMINATIONS:

If you meet the qualifying requirements listed above, you will be sent a letter of admission (when applicable) for the following examination(s). You must pass the written and/or performance examination(s) in order to have your name placed on the official Civil Service eligibility list for this position. Candidates who receive job offers must pass a medical examination (when applicable) prior to start date.

- **Written:** None required for this position.
- **Performance:** None required for this position.
- **Medical:** None required for this position.

POSITION DUTIES:

- Supervises and directs professional, technical and clerical employees in the architectural/landscaping/engineering design and/or construction management of complex, multi-disciplined Capital projects (e.g., parks, streets, storm water and sewers, community facilities, green infrastructure, streetscape, steps, traffic and street lighting, bridges and structures, etc.).
- Coordinates the planning for the engineering design and/or construction management of several multi-disciplined Capital projects; ensures that all work is performed in accordance with established policies, procedures, rules and regulations, and schedules.
- Supervises assigned personnel; evaluates work; recommends and implements approved disciplinary and/or corrective action; provides training and/or technical assistance as requested or required.

- Ensures that work on each project is performed in accordance with the contract document, including work schedules and budget, and that all provisions of the agreement are fulfilled.
- Acts as liaison and coordinates technical assistance of consultants; directs contractors, departmental personnel, etc. to ensure proper completion of assigned projects; informs Deputy Director and/or Assistant Director of problems and recommends and implements corrective action.
- Directs the preparation of reports, change orders, progress payments, etc.; reviews, analyzes and processes change order requests; obtains approval on all change orders before authorizing work to begin or proceed.
- Conducts meetings including field visits with consultants, contractors and assigned personnel to ensure full compliance with contractual provisions and invoicing procedures.
- Reviews and verifies applications for payment by contractors against project reports and field visits prior to submission for processing.
- Maintains records and prepares accurate reports, correspondence, etc.
- May consult on maintenance problems related to City buildings.
- Plans, develops, directs, coordinates, organizes and controls the materials, equipment and personnel under jurisdiction toward the effective, efficient and economical attainment of program goals, including maximum convenience to the public and safety of employees.
- Manages area of responsibility in strict accordance with applicable laws, regulations and established policy including union agreement to ensure fair and standardized treatment of employees.
- Performs activities and functions of related lower-level personnel as assigned or required.
- Performs such other related tasks and duties that are assigned or required.

CLICK HERE to view the full job description including knowledge, skills, and abilities and working conditions for this position. Locate and click on the position title to view the complete job description.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.pghjobs.net>

Position #21-00667
 PROJECT MANAGER
 AP

414 Grant Street
 Room 431
 Pittsburgh, PA 15219
 412-255-2710

pghcitycareers@pittsburghpa.gov

Project Manager Supplemental Questionnaire

- * 1. Do you have a current, valid Class C Pennsylvania Motor Vehicle Operator's License?
 - Yes No

- * 2. If you do not possess a current, valid PA Class C Driver's License: Are you able to obtain one prior to appointment if you are selected to fill this position?
 - N/A- I already possess the required license.
 - YES, I AM able to obtain a PA Class C Driver's License prior to appointment if I am selected to fill this position.
 - NO, I am NOT able to obtain a PA Class C Driver's License prior to appointment if I am selected to fill this position.

- * 3. All City of Pittsburgh positions require you to be a City resident. If you are not already a City of Pittsburgh resident, are you willing to relocate?
 - N/A- I am already a City of Pittsburgh resident.
 - Yes, I AM willing to relocate (prior to my start date) if I am selected to fill this position.

NO, I am NOT willing to relocate (prior to my start date) if I am selected to fill this position.

* 4. Do you possess five years of full time experience in engineering?

Yes No

* 5. Do you possess one (1) year of experience supervising engineering personnel?

Yes No

* 6. Do you possess four (4) years of experience as a design and/or resident engineer on major construction projects?

Yes No

* 7. Do you possess a Bachelor's Degree from a fully accredited institution in Civil Engineering or a related field?

Yes No

* 8. Did you read and understand that you must present a current Professional Engineer License/Registration at the time of appointment if selected to fill this position? You may attach the license/registration to your application if you currently possess it.

Yes No

* 9. Did you read and understand that you must obtain a Commonwealth of Pennsylvania License/Registration within sixty (60) days after date of appointment if you are selected to fill this position? You may attach the license/registration to your application if you already possess it.

Yes No

* 10. Did you remember to submit your complete resume online? If you did not, your application may be disqualified.

Yes

No

* 11. Due to the increase in Covid 19 community transmission, the City of Pittsburgh requires all newly hired individuals to be vaccinated against Covid 19 as a condition of employment. Proof of vaccination is required. Do you agree to provide proof of vaccination prior to your start date with the City of Pittsburgh if you are selected to fill this position?

Yes No

12. Why are you the best candidate to fill this position?

* Required Question