



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

**TITLE:** Transportation Project Manager \*Provisional Appointment\*

**SALARY:** \$53,931 - \$69,420 annually

**LOCATION:** Monroe County Department of Transportation

**JOB SUMMARY:** This is an engineering position in the Department of Transportation responsible for managing and coordinating highway and bridge construction projects. The Transportation Project Manager works with consultants, project engineers, utility representatives, resident engineers, inspectors, and contractors to plan, design and construct facilities in conformance with county standards; coordinates projects with other construction activities; approves change orders, estimates and payment requests. This position involves both office and field work at construction job sites. The employee reports directly to and works under general supervision of a higher level engineering staff member with considerable leeway allowed for the exercise of independent judgment and the application of professional engineering standards. General supervision is exercised over subordinate professional and technical staff.

**PROPOSED MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma; plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or Civil Engineering Technology, plus four (4) years paid full-time or its part-time equivalent experience in public works engineering (highways and bridges) involving one or more of the following: surveying, project design, construction inspection, or construction, two (2) years of which shall have been in one or more of the project management activities\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering Science, Civil Technology or Civil Engineering Technology plus six (6) years paid full-time or its part-time equivalent experience as described in (A) above two (2) years of which shall have been in one or more of the project management activities\*; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

\* Project management involves the following activities: preparation/review of project scope, proposals, design, estimates, specifications; project scheduling and tracking; oversight/management of the construction phase of a project for conformance to design standards; preparation/review of weekly progress reports and progress payments.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

### **RESIDENCY REQUIREMENTS:**

Applicants must be residents of Monroe County at the time of appointment.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
39 W. Main Street - Room 210  
Rochester, NY 14614

**Posting Deadline:** July 23, 2007

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent employment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer