



CITY OF WATERTOWN
Human Resources Department
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THU NGUYEN
Temporary Human Resources Director

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POSITION VACANCY ANNOUNCEMENT

PROJECT MANAGER

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works seeks qualified applicants for the position of Project Manager who provides project planning, management, and inspectional services of all City related infrastructure and assets. The City of Watertown is a professionally organized and expanding community that is dedicated to achieving a **good work life balance** with an excellent benefits package. The Project Manager is responsible in managing construction contracts, the procurement of construction services and oversees a variety of projects within the City of Watertown public infrastructures. This position will participate in the filed inspections for work of private and public sites. The Project Manager works closely with the public and is expected to respond to all inquiries and complaints with professional courtesy, information, research, and/or referral to the appropriate department. This position will be working with the Water/Sewer and Highway Division in addition to other City Departments.

Knowledge, Ability and Skills: Extensive knowledge in the application of civil engineering skills to public works projects; thorough knowledge of local, state, and federal laws and regulations governing municipal infrastructure. Knowledge of bidding laws, procedures, and specifications. Knowledge of CAD/GIS. Ability to make decisions and find solutions to engineering problems; ability to review the work of contracted civil engineers and surveyors and create a good working environment; ability to prepare and manage budgets. Excellent communication skills and the ability to work effectively and tactfully with a wide variety of groups and organizations is required. Must be able to achieve tight deadlines within budgetary restraints. Massachusetts Class D driver's license required. Must be proficient in using Google Suites, Excel, Microsoft Word, and Power Point.

Qualifications: Bachelor's degree in Construction Management, Civil Engineering, Architecture, or related field and experience in public works construction and maintenance; supervisory experience highly desirable; or any equivalent combination of education and experience.

Salary Range: \$82,298 - \$95,407/Annually, commensurate with experience, plus excellent benefit package.

To Apply: Candidates must submit a resume and/or cover letter, email to recruiting@watertown-ma.gov, fax: 1-617-923-8195, to be considered. We encourage applicants to review our other opportunities at <https://watertown-ma.gov/253/City-Employment-Opportunities>

Application deadline: Open until filled.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



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