



## **ALLENDALE COUNTY**

**Job Posting: INTERNAL AND EXTERNAL APPLICANTS**

**Department: PUBLIC WORKS Post Date 01/29/20**

**Position Title: (1) PROJECT MANAGER**

**Closing Date 02/12/20**

**SALARY RANGE - DEPENDING ON EXPERIENCE**

### **FUNCTION**

Plans and directs the work of the County Construction Projects. This supervision will include the overseeing all projects including but not limited to the Penny Sales Tax projects. The position requires the ability to analyze broad problems as well as the ability to plan interrelated departmental activities. Reports to the County Administrator.

### **DUTIES AND RESPONSIBILITIES**

- Makes sure specifications and special instructions are being followed for all county construction projects.
- Supervises the servicing and maintenance of all county projects, county employees working on those projects as well as contracted vendors.
- Negotiates contracts and mediates on issues involving construction, repairs, etc.
- Investigates and resolves complaints concerning public works projects.
- Develops various work requests and work order forms.
- Oversees various contracts.
- Maintains good public relations
- Performs related duties as required.
- Keeps County Administrator updated on status of all projects

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of principles and practices of the construction, maintenance oversight of projects in various stages from beginning to end.
- Ability to prepare various forms, documents, etc. dealing with various aspects of public works.
- Ability to supervise and direct the work activities of subordinates.

- Ability to establish and maintain effective working relationships with subordinates and the general public.
- Knowledge of solid waste issues.
- Ability to manage and prioritize building projects.
- Ability to see possible problems and issues and respond effectively.

**MINIMUM TRAINING AND EXPERIENCE**

- A Bachelor's degree and extensive public works experience. Years of practical experience (5-10 years) may be substituted for degree.
- Must possess a valid state driver's license (South Carolina is preferred)/Reliable transportation. CDL license (preferred)
- Be able to undergo and pass a SLED Background Check.
- Must be able to pass a pre employment drug screen

**FRINGE BENEFITS INCLUDE:**

- SC State Retirement
- Annual and Sick Leave
- Health Insurance
- Dental and Vision Benefits
- Payroll deducted Supplemental Insurance

All interested candidates must submit a **JOB APPLICATION FORM** to Allendale County Human Resource Office, located at Allendale County Administration Office, 526 Memorial Avenue, Allendale, SC 29810 or call 803-584-3438, prior to closing date.

**JOB OFFER IS CONTINGENT UPON SUCCESSFUL COMPLETION OF DRUG SCREEN AND SLED BACKGROUND CHECK. ALLENDALE COUNTY WILL BE RESPONSIBLE FOR THE COST OF THE DRUG SCREEN AND THE APPLICANT WILL BE RESPONSIBLE FOR THE COST OF THE SLED BACKGROUND CHECK.**

**Allendale County is an Equal Opportunity Employer.**