



JOB TITLE: Assistant Project Manager

DEPARTMENT: ENGINEERING

JOB CLASS NUMBER: 7665

DIVISION: PROJECT MANAGEMENT

REVISION DATE: February 19, 2024

C. Morgan McCallister
Acceptance Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the direction of the Project Manager, serves as liaison with Engineers, Contractors, Private and Public Utility Representatives, various City of Monroe Personnel and others as required to carry out duties associated with the administrative functions of the City's Capital Improvement Program and Public Works Projects.

EXAMPLES OF DUTIES:

- *Works with the Project Manager to assist in the supervision, coordination, and follow up on projects.*
- *Assist in the monitoring and inspection of construction contracts.*
- *Assist in reviewing plans and specifications prior to bid.*
- *Assist with project documentation, filing, and reporting.*
- *Assist with the organizing and filing of engineering data, plats, plans, drawings, and other documents and materials of the department in electronic or paper formats.*
- *Maintains accurate, up to date project files, reporting promptly to the Project Manager any circumstances involving the lack of sufficient information required to do so.*
- *Assist with surveying and field GPS when assigned by supervisor.*
- *Must prepare weekly written reports of activities, and work well with all other departments and divisions of the City of Monroe.*
- *Must have and maintain a sincere desire to provide a safe, courteous, and effective service to the public we serve.*
- *This position shall perform such other duties as may be assigned from time to time by the Project Manager and City Engineer.*

TRAINING AND EXPERIENCE:

- *Graduate from an accredited college in a technical field such as any field of engineering, engineering technology, surveying, or construction management.*
- *Some general field experience is preferred.*
- *Must have ability to plan, prioritize, organize, and review multiple assignments.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Must have ability to understand and follow simple oral and written instructions.*
- *Punctual and dependable with good attendance and work habits.*
- *Pleasant personality and ability to communicate with the public.*
- *Good penmanship, strong grammar, and spelling skills desirable.*
- *Must demonstrate capacity and willingness to be trained and to learn project management and construction; to understand and utilize GPS and survey data including without limitation its collection, entry, analysis and interpretation; and other technical work of the Department.*
- *Must be able to take clear and concise field notes.*
- *Must be able to read and interpret maps, surveys and engineering drawings and specifications.*
- *Must be able to visualize three-dimensional orientation from two dimensional drawings.*
- *Must have good space and spatial perception.*
- *Must be able to develop good working relationships with office, department, and field staff.*

LICENSES AND CERTIFICATES:

- *Valid State of Louisiana Driver's License and a clean insurance driving record.*

INTERNAL POSTING PERIOD: 3/12 - 3/26/24
Position posting goes public after 10th day.