

Notice of Job Opening

Position: Engineering Project Manager

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Engineering

Number of Vacancies to be filled: 1

Rate of Pay: \$83,060 - \$118,870 Annually
Commensurate with qualifications and experience

Schedule: Monday -Friday 8:00 a.m. – 5:00 p.m.
40 hours/week

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Revised on Thursday, April 17, 2025

ENGINEERING PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional, administrative and technical civil engineering position which oversees and leads the execution of city engineering projects. Duties include managing communication and coordination among the various engineers and consultants working on a project. Supervises project schedule, budget, and communications with internal and external stakeholders. The work is performed under the supervision of the City Engineer, with discretion allowed for the use of independent judgment in carrying out the duties of the position. Coordination and supervision is exercised over the work of subordinates within the office and on related projects.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs and coordinates the design of public infrastructure engineering projects which includes plans, cost estimates, schedules, specifications and construction documents;
- Responsible for the preparation of bid documents for construction projects, and request for proposals for the procurement professional services;
- Manages the work of Consultants to ensure adherence to project scope, budget and schedule;
- Directs preliminary feasibility studies, investigations and cost estimates;
- Assigns, supervises and checks the work of subordinates, including engineers and engineering aides;
- Provides construction administration and oversight duties;
- Presents and participates in public meetings and hearings;
- Reviews drawings and specifications for permits and interprets it to contractors, maintenance crews, utilities, etc., to ensure that work performed meets standards;
- Investigates complaints regarding streets, curbs, sidewalks, and retaining walls, and makes recommendations for appropriate action, including immediate repair;
- Develops capital improvement plans to determine improvement needs, recommend priorities, and provide data for inclusion in the annual budget;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the principals and practices of civil engineering;
- Comprehensive knowledge of project management;
- Thorough knowledge of the methods and procedures used in the development and planning of major public infrastructure projects;
- Thorough knowledge of modern engineering methods and techniques as related to construction, improvements, and maintenance of public infrastructure projects;

- Good knowledge of construction specifications, plans, estimates, codes, rules and regulations, and scheduling relating to contractual public works construction;
- Good knowledge of personal computers and software;
- Ability to provide sound engineering solutions to construction problems;
- Ability to organize, direct, and coordinate work activities;
- Ability to handle difficult and important assignments;
- Ability to communicate with the public, consultants and contractors in a professional manner;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet the following minimum requirements:

I. Experience Requirement:

Possession of a Bachelor's Degree, (or higher), in civil engineering and five (5) years of paid satisfactory engineering experience in the practice of engineering for public infrastructure projects.

II. License Requirement:

Professional Engineer's license with current registration in New York State, or current registration as a Professional Engineer in any state where licensure was obtained by means of a written examination. Persons registered in another state, if accepted to this position, must file a completed licensure application with the New York State Education Department within two (2) months of the date of hire and must secure a New York State Professional Engineer's license within twelve (12) months in order to continue employment.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Issued: 10/25/2000
Revised: 04/16/2025