

# Yellowstone County



## HUMAN RESOURCES

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To: Yellowstone Board of County Commissioners

From: Dwight Vigness, H.R. Director on behalf of *D. Vigness*  
Yellowstone County Hay Evaluation Committee  
LynnDee Schmidt, Jeff Martin, Dwight Vigness, Val Weber -  
Tim Miller withheld from reviewing.

Date: March 18, 2024

Re: Review of position

Recommendation of the HAY Evaluation Committee:

Title	Grade	Range
<b>Project Manager</b>	I	\$63K – 75K - \$90K

Due to recruitment challenges Public Works and HR have created a position of Project Manager to take the place of Civil Engineer.

### Commissioner's Action

	Approved	Not Approved
John Ostlund, Chair	_____	_____
Donald W. Jones, Member	_____	_____
Mark Morse, Member	_____	_____

Copy: HAY Evaluation Committee  
Jennifer Jones, Finance Director

# Yellowstone County

## Class Specification

<b>Class Title</b>	<b>Project Manager</b>
<b>Class Code Number</b>	<b>4044</b>
<b>Grade</b>	<b>I</b>
<b>FLSA</b>	<b>Exempt</b>
<b>EEO Function</b>	<b>Streets &amp; Highways (2)</b>
<b>EEO Category</b>	<b>Technician (3)</b>
<b>Date</b>	<b>March 2024</b>

### Job Summary

Under the leadership and guidance of the Public Works Director, this position coordinates construction of various projects for Yellowstone County by overseeing design projects, including roadways, traffic controls, and drainage systems; does related work as required.

### Distinguishing Class Features

This is responsible professional work in the study, preconstruction and construction of projects and other work as assigned. The work is performed under the general supervision of the Public Works Director or designee, but nature of work allows employee in this class to exercise independent judgment and initiative. The nature of the work performed requires that the employee in this class establish and maintain cooperative working relationships with employees, supervisors and the public. Supervision may be exercised over technical and clerical staff as assigned.

### Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- ☐ Serves as project manager on assigned projects; oversees, directs, and reviews the work of technical project staff including consultants;
- ☐ Responsible for overseeing projects from conception to completion, ensuring they are executed within the designated timeline, budget, and quality standards;
- ☐ Establishes design criteria to be used by project staff and/or outside consultants; establish grades for streets, curbs and gutters, alleys or other paving projects, drainage lines and facilities, and similar projects; prepares preliminary and final estimates of work and material requirements; coordinates required advertising for bids;
- ☐ Acts as a project manager; research applicable codes, regulations, and requirements for assigned project; oversees the development of construction plans and specifications; oversees and coordinates changes as field conditions warrant;
- ☐ Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction;
- ☐ Prepares change orders; reviews contractors' estimates and prepares/reviews progress payments;
- ☐ Oversees construction inspectors in the interpretation of plans and resolution of problems during construction; reviews as-built plans to ensure compliance with original plans and specifications;
- ☐ Reviews private contract projects and subdivision plans for conformance with County policies, standards, and accepted engineering practices; meets with architects, engineers, and developers to



provide preliminary review of development concept and design; participates in the Development Review Committee;

- ☐ Reviews and processes requests for Special Improvement Districts, petitions to accept or abandon right-of-way, encroachment permits, address assignment and site development ordinance variance request;
- ☐ Coordinates with Public Works Director in evaluating procedures and developing new and improved practices;
- ☐ Participates in policy and plan development;
- ☐ Provides technical assistance and support to other division and departments; provides public counter support to developers, builders, contractors and the general public pertaining to County Public Works issues and related requirements; attends public meetings as requested;
- ☐ Assists the subdivision coordinator with review of Subdivisions, surveys and other land use plans or projects;
- ☐ Prepares policy and regulation updates when warranted;
- ☐ Performs related work as required.

## **Required Knowledge and Abilities**

### ***Knowledge and understanding of:***

- ☐ Principles and practices of construction for roadways, traffic control, storm water, and water;
- ☐ Principles and practices of capital improvement planning;
- ☐ Principles, practices and laws of land surveying and land development;
- ☐ Recent developments, current literature, and sources of information regarding construction management;
- ☐ Principles and practices of project, construction, and program management;
- ☐ Modern office procedures, methods, and computer equipment;
- ☐ Plan review and database software, including Bluebeam, AutoCAD (latest version);
- ☐ Geographical Information Systems (GIS); concepts, usage, and software; and
- ☐ Pertinent federal, state, and local laws, codes, and regulations.

### ***Skill to:***

- ☐ Use computer and data processing technology as applied to blueprints, drafts, and architectural utilizations;
- ☐ Operate a personal computer using word processing, spreadsheets, and specialized database applications appropriate to assigned duties.

### ***Ability to:***

- ☐ Speak clearly and persuasively in positive or negative situations;
- ☐ Write clearly and informatively, varying writing style to meet needs;
- ☐ Observe safety and security procedures;
- ☐ Review complex plans, designs, and specifications;
- ☐ Resolve regulatory, public relations and system design questions;
- ☐ Serve as project manager on construction projects;
- ☐ Administer a road surfacing management system;
- ☐ Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- ☐ Promptly respond and handle difficult or emotional complaints from the public;
- ☐ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
- ☐ Ensure project compliance with appropriate federal, state, and local rules, laws, and regulations;
- ☐ Monitor phases of construction projects and prepare progress reports and payments;
- ☐ Exercise professional judgment to achieve results consistent with objectives; and
- ☐ Prepare and maintain technical records and prepare complex comprehensive reports.

## Reporting Relationships

Reports to the Public Works Director.

## Minimum Qualifications

### *Education/Experience/Training:*

- Graduation from college or university of recognized standing with a Bachelor's Degree in Mechanical Engineering, Civil Engineering, Construction Engineering, Construction Management, or a related field; **and**
- One (1) years' experience within the field; **or**
- Any equivalent combination of education and experience totaling five (5) years.

### *Certifications:*

- Valid Driver's License issued by the State of Montana.

### *Desired Certification:*

- Project Management Professional (PMP) certification.

## Essential Physical Abilities

### *Essential Physical Abilities:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clarity of speech and hearing that permits the employee to communicate well with elected officials, supervisors, employees, and the general public;
- Sufficient vision that permits the employee to read construction blueprints, observe construction of project in process and upon completion to detect defects and recommend remedies; develop technical documentation and operate motor vehicles;
- Manual dexterity that permits the employee to operate a personal computer and handle blueprints, other construction drawings and transport materials, files, and equipment;
- Frequently required to stand and walk; traverse uneven or sloped ground; reach with hands and arms; stoop, bend, kneel, crouch; speak and hear;
- Personal mobility that permits the employee to enter, operate and exit motor vehicles and inspect construction and maintenance projects, sites, and equipment.

### *Working Conditions:*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is most generally performed in an office environment;
- Job site inspections are performed outdoors, in nearly every type of climate and weather condition;
- The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; and vibration;
- The noise level in the work environment varies from moderate to sporadically loud.

Accepted - Board of County Commissioners

Date Stamp