



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Date Closed:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
 01/01/2005;01/01/06;01/01/07

JOB TITLE: Project Manager

DEPARTMENT: Public Works

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$24.26 - \$36.48 / hour

LEVEL: 28

Manages and oversees construction and inspection of roads, drainage projects, bridges, and other types of construction to ensure materials comply with specifications.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Identifies complex engineering problems in various areas of Parish operations (i.e. overlay program, bridge, construction, soil characteristics and earthwork construction.)
- Reviews and approves work activity documents such as work reports and pay estimates. Supervises work activities performed by the Parish Inspector.
- Supervises off system bridge program, inspection of capital construction projects and road treatment program, i.e., placement of signs, road striping, and pavement markings. Executes driveway and utility permits.
- Recommends to the Director of Public Works for approval of all subdivision plats, drawings, master drainage plans, land permits, and coordinate engineering designs.
- Provides oversight of roads, bridges, and drainage system construction. In addition assist in resolving ROW, GIS, and code enforcement issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field, plus four years of experience in Public Work management; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.