

VACANT POSITION
DEPARTMENT: PUBLIC WORKS
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Project Manager (Position No. 3632)
Salary: Pay Grade 20; Hiring Salary \$72,758.40
Provisions of the Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 8:00 am - 5:00 pm; M-F, occasional overtime required.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in Project Management, Construction Management, Public Administration or a field related to the job functions. (Candidates without a degree may be considered if they possess the necessary qualifications and experience to perform the job).

- 2-5 years of experience in project management, preferably in public works or government operations.
- Strong organizational and communication skills.
- Proficiency with Microsoft Office Suite, including excel, planner and Power BI.
- Experience working with contractors and subcontractors.
- Ability to accurately read and interpret construction documents and site plans.
- Valid class C Georgia driver's license.

PREFERRED QUALIFICATIONS

- Certified Planner (AICP)
- PMP (Project Management Professional) Certification
- Familiarity with MUTCD, GDOT, FEMA and GSWCC (blue card standards)
- Experience with Confirm, Fleetio and Asset Essentials software
- Knowledge of GIS tools and applications
- Experience with grant administration and capital project budgeting
- Membership or involvement in professional organizations such as APWA and/or GRPA
- Knowledge of FEMA regulations

GENERAL STATEMENT OF JOB: This salaried-exempt position provides support the Public Works Department with planning, coordinating, and executing a wide range of infrastructure, maintenance, and capital improvement projects. This position plays a key role in ensuring projects are delivered on time, within budget, and in alignment with county goals. The Project Manager will work closely with department leadership, contractors, engineers, and other county departments to manage projects across divisions including Public Works, Parks and Parks Buildings, Public Grounds, Solid Waste, Fleet Services, Graphics, and Stormwater.

PHYSICAL REQUIREMENTS: This role requires the ability to perform both office and field tasks. Office work involves sitting for extended periods, using computers and other standard office equipment. Fieldwork may involve walking over uneven terrain, bending, stooping, crouching, and carrying equipment. The role may require light to heavy lifting (up to 100 pounds). Physical stamina is necessary for outdoor work in varying weather conditions.

Physical Demands and Working Environment: The conditions herein represent those that an employee must meet to perform the functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

- Plans, schedules, and manages public services projects from initiation through completion.
- Coordinates with internal teams, consultants, contractors, and vendors.
- Track project progress, budgets, timelines, and deliverables.
- Assists in the development of scopes of work, bid documents, and contracts.
- Prepares reports, dashboards, and presentations for county leadership and stakeholders.
- Supports grant applications and manages reporting for funded projects.
- Ensures compliance with local, state, and federal regulations.
- Collaborates with other county departments and external jurisdictions.
- Participates in professional organizations and represents the department on committees and panels, as assigned.
- Trains staff in processes, as assigned.
- Administers complex contracts and ensures compliance with terms and conditions.
- Serves as a liaison to other county departments and external entities.
- Works in an outdoor environment for project management duties, as needed.
- Directs the obtaining of necessary permits for departmental projects.
- Supervises administrative staff in the completion of assigned projects.
- Assists with coordinating public meetings and community engagement efforts.
- Researches, develops, and recommends procedural guidelines for the department, as directed.
- Acts as a lead on projects and initiatives, as assigned.
- Develops and supervises bids, RFQs, RFPs, and scopes of work, as assigned.
- Monitors the performance and progress of outside firms and contractors, as assigned.
- Apply and utilize unique problem-solving skills to address departmental challenges.
- Represent the department as assigned by the Director.
- Acts as Director in the absence of both the Director and Deputy Director.
- Required to work during emergency events.
- Performs other related duties as needed.
- Will be required to work after normal work hours, as needed.

July 2026
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