

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Project Manager
Job Code	
FLSA Status	Non-Exempt
Pay Grade	112

GENERAL SUMMARY

Performs a variety of field and office work for activities associated with the Township's on-going requirements of the water system asset management plan, and tasks associated with the public water and sewer system capital improvement planning, budgeting, and overall project management, such as identifying and prioritizing capital improvement projects, performing plan reviews, and assisting with private and public development projects, construction oversight, and inspections. In addition, performs field and office work associated with Township ordinances and programs pertaining to natural features, such as woodlands, wetlands, and other environmental programs. All work is provided under the direction of the Department Head, in the operation of the Department as required. Work special hours as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs residential and commercial building permit reviews for water and sewer connections, fees, and ordinance compliance.
- Responsible for updating and maintaining information regarding the Township water and sewer systems and the development and implementation of the Township water asset management plan, including the selection and management of annual drinking water and waste water systems rehabilitation capital improvement projects.
- Review and process pay estimates associated with capital improvement projects.
- Draft construction notifications and disseminate to affected residents.
- Direct interaction and coordination with applicable governmental agencies (EGLE, RCOC, OCWRC, ARC, EFSDS, and MDOT).
- Works directly with consulting engineers and contractors for the design, implementation, project management, and construction oversight of capital improvement projects.
- Primary point of contact for residents who are impacted by the construction projects.
- Process pay estimates, change orders, and draft correspondence related to capital improvement projects.
- Work with other departments to update water and sewer features on maps and the Township GIS.
- Perform a variety of tasks such as field investigations, survey and map structures, measuring, layout and computations, and respond to customer inquiries in relation to construction of infrastructure projects.

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- Monitor construction or maintenance projects to ensure conformance with environmental regulations and Township ordinances.
- Assists in preparing plans, specifications, and bid documents for engineering projects and procurement of contracted services as required.
- Manages the Township's separate storm/sewer system permit from the State of Michigan, including preparing permit applications, implementing permit requirements, attending regional collaboration meetings, and preparing biennial reports.
- Performs field inspections and field investigations regarding wetlands, woodlands floodplains, illicit discharges, drainage concerns and other Township environmental concerns or programs and prepare reports as required in regard to permitting and other established programs.
- Collaborates with various Township departments including the building and ordinances divisions in assisting with enforcement of Township ordinances and department policies.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college with major course work in Engineering, Construction Management, Environmental Science, or related field
- Minimum seven (7) years of responsible experience in a related field
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications None

OTHER JOB REQUIREMENTS

Proficient in Microsoft Office: Word, Excel, Power Point, Access and Outlook

Maintain a valid Michigan Driver's License

Pass an employment drug test

PREFERRED QUALIFICATIONS

Experience in engineering, environmental, construction or landscaping.

PACP Certification, Construction Storm Water/SESC Inspector Certification, SESC Plan Review and Design (PRD) certification.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Relevant Township policies and procedures
- State and Federal drinking water and sanitary sewer regulations

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- Public water and sanitary sewer systems and related asset management practices
- Construction and engineering practices
- Applicable environmental laws and regulations

Skill in:

- Use of basic field inspection tools
- Use of relevant computer software

Ability to:

- Understand and interpret engineering/construction plans and maps
- Communicate effectively verbally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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 Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)		X	

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.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Date created:	07/14/2025
Dates revised:	