

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-7-4

Posted 7/23/2026

POSITION: Project Manager

SALARY: \$50.99-\$54.11/hr (Full Time - Benefits Eligible)

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.gov or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Human Resources>Related Pages> Apply Here*.

This position closes when filled.

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Project Manager **WORKING TITLE:** Project Manager

DEPARTMENT: Public Works **PAY LEVEL:** Level N Step 1-4 **EXEMPT/NON-EXEMPT:** E

SUPERVISOR: Director **SUPERVISES:** 0

LOCATION: Leavenworth County Courthouse, 300 Walnut Suite 007, Leavenworth, KS 66048

RESIDENCY POLICY

Residency is defined as the place where one's primary residence is located. The boundaries for Leavenworth County employees incorporate adjacent counties to include: Wyandotte, Johnson, Douglas, Jefferson, and Atchison Counties in Kansas and Platte County, Missouri. Certain departments within the County may have more stringent requirements for residency such as the Sheriff's Department and Emergency Medical Services. Any exception to this residency requirement must be specifically approved by the BOCC. (Revised 04/21/05)

DUTIES SUMMARY

Serves as a Project Manager with broad general objectives and limits established by the Director of Public Works. Will act as the Road Superintendent in their absence for any County duties requiring attention. Provide general support to the Public Works Department including internal crew scheduling and tracking, bid document review, construction observation for county and private developments that will have county owned infrastructure, and will act as the general administrative link between the Road Department and the Public Works Director to ensure that all county policies and practices are documentation requirements are being adhered to. Provides support to the Public Works Department including the planning, organization, and management of maintenance schedules, reports, project cost estimates, and validation of maintenance activities. Plans, organizes, and tracks

schedules in collaboration with Road Department staff. Aids in the tracking of progress of Snow Removal efforts during storms.

PERCENTAGE OF TIME/ACCOUNTABILITIES

20% - Scheduling for public works projects.

20% - Ensuring all policies are adhered to within Public Works and properly documented.

30% - Construction Project tracking and verification.

10% - Quality Control of work product being produced by GIS and the Road Department.

5% - Meeting with contractors and members of the public.

5% - Assisting in the development of projects with the Public Works Staff.

5% - Review of Bid Documents.

5% - Reviews citizen complaints, prepares and submits official response.

5% - Evaluates right of way permit requests.

MINIMUM SKILLS AND KNOWLEDGE (*Required prior to employment)

1. Skill in the use of construction scheduling software*
2. Skill in communicating clearly and concisely. *
3. Knowledge of civil engineering principles, methods and techniques. *
4. Knowledge of civil works construction procedures. *
5. Skill in managing construction processes of public works projects, including roadway design, right-of-way acquisition, bridges and appurtenant installations and structures. *
6. Knowledge of current design standards for civil engineering public works improvements. *
7. Skill in planning, scheduling, managing and coordinating a civil works program including roadway design, right-of-way acquisition, and construction. *
8. Knowledge in innovative design concepts, rural and low volume safety design standards, and traffic engineering concepts.
9. Knowledge of surface water management requirements, techniques and experience with surface water management policies.
10. Knowledge of public work planning principals and funding sources to include capital improvements plans, bonding, benefit districts, storm water districts, and sewer districts.
11. Knowledge of Federal and State constructions guidelines and funding processes.
12. Skill in planning, organizing, directing, monitoring and supervising work of others.
13. Skill of computers and software.
14. Knowledge of department policies and procedures, including safety.

HUMAN RELATIONS

Candidate will work closely with department staff, coordinate with other County Departments, if necessary, local government officials and with State and Federal personnel in developing the required reports, documents, and funding, permitting, and construction. Candidate will determine resources required for successful program needs for road and bridge work, the type and amount of funding, and collaborate with other departments as required. Candidate will be capable of developing and managing construction programs within the department and through the bid/award process. Candidate will be capable of discussing and formally reporting on resources available, phases of work and funding, and be able to communicate resolutions for deficiencies. Candidate will work with other county departments to provide technical assistance, management support or as assigned by the Director of Public Works.

ILLUSTRATIVE TASKS (This is not an inclusive list, other tasks/duties may be assigned.)

1. Provides general support to the Director and Road Superintendent of Public Works.
2. Manages projects, reports, and future planning.
3. Provides recommendations to whether engineering design on proposed projects is performed in house or by consultant.
4. Generates plans and specifications; visits right-of-way acquisitions and constructions sites; develops plans for maintenance of bridges and drainage structures. In all of the above, keeps Director and Road Superintendent apprised of status.
5. Performs verbal presentations of proposed projects to various groups.
6. Maintains liaison with Road Department throughout all maintenance activities.
7. Reviews work performed by outside consultants for compliance with County Standards.
8. Administers road dust abatement projects to include estimates, scheduling, and feasibility.
9. Responsible for review and approval of right-of way, utility and house-moving permits.
10. Responds to citizen complaints regarding county road conditions. Liaison with Road and Bridge Superintendent and Director on addressing road complaints

MINIMUM QUALIFICATIONS

Preferred to have a Bachelor's Degree in Construction Management or Engineering field from an accredited school. Must have 3 years minimum experience preferably within a construction company or Public Works Department as a project manager. Job experience can be substituted for education but a minimum of 7 years of experience as a Project Manager shall be required. Must demonstrate increasing skills and project management experience. Must meet requirements outlined in Knowledge and Skills section marked with an * and possess a valid driver's license.

ENVIRONMENTAL DEMANDS

Work is performed in an office setting; travels by auto to site locations and meetings; walks over varying terrain in various weather conditions; exposed to noise, dirt and dust of construction; works around heavy construction equipment, near excavation and other earth-moving operations.

ADA/PHYSICAL DEMANDS

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|-----------------------|---|
| 1. Vision. | Adequate for preparing and reviewing Engineering plans, using a computer, smartphone, or tablet device. Adequate for indoor and outdoor duties. |
| 2. Hearing. | Adequate for conversation and telephone use. Considerable public contact. |
| 3. Speech. | Must speak English clearly enough to give instructions to employees and converse with public. |
| 4. Standing. | 20% of the time – construction site visits, interaction with employees. |
| 5. Walking. | 20% of the time – construction site visits, interaction with employees. |
| 6. Sitting. | 60% of the time – computer use, plan review, and meetings. |
| 7. Lifting/Carrying | 25 pounds – as required to carry plans and field equipment |
| 8. Pushing/Pulling | 25 pounds – as required to move normal office elements in normal business operation. |
| 9. Climbing/Balancing | Construction site visits, bridge or road inspections. |
| 10. Stooping/Kneeling | As required for construction site visits. |

11. Reaching/Handling As required to move normal office elements in normal business operation, required on most tasks.

I have read the job description and understand the content, requirements and expectation of the Leavenworth County Project Manager Position.

Print Name

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER