



SPECIAL PROJECTS MANAGER (PUBLIC WORKS)

JOB DESCRIPTION

| | |
|---|---|
| Department: Public Works | Division: Administration |
| Work Location: Public Works | Percent Time: 75% (-.0875 FTE) 100% (Full Time) |
| Job Type: Non-Civil Service | FLSA Status: Exempt |
| Reports To: Public Works Director City Engineer | Union: Non-union |

JOB SUMMARY

Under general direction of the Public Works Director, the Special Projects Manager assists with ~~Operations~~ ~~and~~ Engineering staff supervision; capital/work planning; purchasing/procurement; constructability and value engineering review; project management of municipal infrastructure capital improvements, including coordination with contractors and consultants, and development and recommendation of policies, processes, procedures as assigned. Provides guidance to staff to enhance safety, technical skills, logistical coordination, and productivity/efficiency. Performs quality control review, field investigations, and inspections to monitor construction work to ensure staff and contractors are meeting expected safety and quality standards. The incumbent must possess an in-depth understanding of specific programs, projects, and services, as well as in-depth knowledge of rules, regulations, and standards related to assigned areas of work; the incumbent ~~is responsible works in close collaboration with the Public Works Operations Division to carry out~~ for the duties outlined herein as they relate to the City's public infrastructure assets including, but not limited to, bridges, public facilities, lights, signals, signs, streets, sidewalks, sanitary sewers, stormwater facilities, urban forestry, and landscaping.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Assists in providing leadership, guidance, and ~~oversight supervision~~ to non-management Public Works staff as assigned by ~~Department Head~~ the City Engineer; plans and checks work; ~~assists and trains as required; coordinates with Deputy Public Works Director for Operations to coordinate and schedule work for Operations Division staff.~~
- Learns, interprets, and applies City policies and procedures, along with other industry principles and practices, standard policies and procedures, and technical knowledge related to assigned staff, projects, or programs.

Special Projects Manager (Public Works)

City of Urbana

- Assists with planning and implementation of capital improvement projects and operations and maintenance programs.
- Assists with design and development of construction plans, specifications, and contract documents.
- Monitors construction of contract work to ensure work is performed in compliance with contract plans and specifications and required quality is obtained.
- Prepares reports, presentations, and project updates as necessary and attends public information meetings related to various City projects or programs.
- Coordinates contract work on concurrent projects with other departments and agencies; assists with the preparation of news releases, letters, and any other communication tools distributed to property owners, residents and public or private agencies to effectively and efficiently communicate with impacted parties on any project.
- Manages work and resources to conform with scope, schedule, and budget.
- Develops and recommends [Department](#) processes, policies, and procedures related to assigned areas of work.
- Works with confidential information.
- Exercises independent judgment and sound decision making with delegated authority.
- Utilizes computerized work management programs to develop and assign work orders and short/long term work plans for various public infrastructure; maintains records of work performed.
- ~~Coordinates with the head of the Operations Division and assists Operations Supervisors with development/implementation of daily/weekly work plans for internal staff.~~
- ~~Constructively coordinates and collaborates with other divisions of public works.~~
- Responds to and assists in the resolution of citizen concerns [related to assigned projects](#).
- Facilitates purchasing and procurement processes in accordance with City policies for materials and services necessary to complete infrastructure maintenance work and capital projects.
- ~~Assists with annual community and special event permits as assigned.~~
- ~~Trains employees in proper traffic control and other safety techniques.~~
- Assists with development of annual operating budget and maintains responsibility for effective management of funds and projects as assigned.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Special Projects Manager (Public Works)

City of Urbana

- Ten (10) years of work experience in a Public Works construction-related field with at least five (5) years of [supervisory experience progressively responsible staff and/or project management responsibility](#) in a Public Works construction-related field.
- A bachelor's degree in Civil Engineering, Construction Management, or closely related field is preferred, [and may substitute for two \(2\) years of the experience requirement.](#)

Knowledge of

- Federal, state, and local standards and regulations related to practices, procedures, materials, tools, and equipment used in the safe operations, maintenance, repair, rehabilitation and construction of municipal infrastructure projects.
- Industry construction standards such as Standard Specifications for Water and Sewer Construction in Illinois, Illinois Department of Transportation Standards for Road and Bridge Construction, and the Manual on Uniform Traffic Control Devices (MUTCD).
- Construction contract administration for capital projects including familiarity with plan/specification interpretation, contractual obligations/terms/conditions, special provisions, notice of award, submittal review, critical path scheduling, requests for information (RFI's), notice to proceed, change order review, pay application review, substantial/final completion certification
- Advanced mathematical principles, including principles of algebra and trigonometry.
- Knowledge of ArcGIS, budgeting/accounting software, and work management software is preferred.

Skills

- Skilled in the safe use and care of equipment and tools.
- Proficiency in Microsoft Office programs, including Word, Excel, Power Point, and Access.
- Excellent written and verbal communication skills.
- Interpreting, applying, and explaining rules, regulations, policies, and procedures.

Ability to

- Enforce practices and procedures to ensure effective long-term management, operation, maintenance and repair of public infrastructure.
- Learn new computer software and technology as required.
- Uphold the highest standards of competency, professionalism, and integrity in all work, demeanor, and in communication with others.
- [Supervise](#) [Guide](#), coach, and train [staff, and oversee work of staff personnel.](#)
- Establish and maintain effective working relationships with [City and Department staff, including supervisors, employees, and others, and work collaboratively and effectively in a diverse environment.](#)

Special Projects Manager (Public Works)

City of Urbana

- Maintain confidentiality of sensitive information.

Licenses, Certifications and Memberships Required

- Must possess a valid Illinois driver's license and have the ability to [safely](#) operate a motor vehicle within fifteen (15) days of employment.
- [Possession and/or maintenance of a current State of Illinois Class B commercial driver's license \(CDL\) with air brake endorsement is preferred.](#)

Job Dimensions

- Requires making decisions that govern the activities of others; decisions impact service provision to both internal and external customers. Decisions must be made within tight deadlines and often with limited information and resources.

Contacts: Internal/External

- Daily contact occurs with City staff, businesses, and members of the public. Regular contact with manufacturers, suppliers, contractors, and consultants to discuss purchasing and projects. Occasional contact with utility companies, the media, and public/professional organizations. Contacts may require some level of persuasion, and the potential for conflicts and disputes exists. Interactions are moderately structured and routine and may require explanation of complex concepts or interpretation of City policies. Interactions require maturity, patience, and emotional intelligence.

Supervision Received

- The employee operates under the general direction of the [City EngineerPublic Works Director](#). Receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. May formulate policy for the assigned area of responsibility but does not necessarily have final authority for approving policy.

Level and Complexity of Supervision Exercised

- This position [may supervise may supervise](#) non-management [Public WorksEngineering Division](#) staff as assigned by the [Public Works DirectorCity Engineer](#); [may oversee the work of other staff as assigned or required.](#)

Security Level

- [Level MVR: essential functions require the frequent operation of City vehicles.](#)

Supplemental Information

Physical Demands and Working Conditions

The physical demands and work environment characteristics described herein 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.

- **Physical Demands:** Physical Demands: ability to lift and carry fifty (50) pounds; sit, stand and/or walk for extended periods and ability to walk on uneven terrain at construction sites and other surfaces; manual dexterity and eye-hand coordination needed to use a variety of office equipment such as computers, telephones, calculators, copiers, and topographic surveying equipment. Position requires visual acuity sufficient to read computer screens and printed documents and visually inspect work in progress and hearing in the normal audio range with or without correction.
- **Working Conditions:** Works in an office environment approximately 50 percent of the time. Works out-of-doors year round and is potentially exposed to inclement weather. Works in and around heavy equipment and the dangers of power tools. Exposed to the possible dangers of traffic. May be exposed to chemicals, some of which may be toxic or hazardous. May work around sewer gas and fumes intermittently
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.
- **Hearing:** Hear in the normal audio range with or without correction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class: [December 13, 2022](#)[June 28, 2023](#)

[General revisions: February 26, 2025](#)

For HR/Finance Use

| | |
|-----------------------|------------------|
| Job Class Code | Pay Grade |
| | 111 |
| EEO Category | LVL |
| 3 - Technician | |



The Urbana Free Library

210 West Green Street, Urbana, Illinois 61801 • 217-367-4057 • fax: 217-367-4061 • urbanafreelibrary.org

To: The Civil Service Commission, The City of Urbana

From: Rachel Fuller, Interim Executive Director of The Urbana Free Library

Date: February 18, 2025

Re: Updated list of Civil Service employees

Employees joining the Civil Service at The Urbana Free Library:

None

Employees in their probationary period at The Urbana Free Library:

Jacob Strom started a full-time Civil Service position as Digital Media & Graphic Designer on February 16, 2025.

List of current Civil Service employees at The Urbana Free Library:

- Anslie Waldrep: Patron Services Specialist
- Brian Yako: Library Assistant 1 – Cataloging
- Craig Williams: Library Assistant 2 – Safety
- Elaine Bearden: Programming Librarian
- Esther Yi: Programming Librarian
- Jennie Grace: Digital Media & Graphics Coordinator
- Joel Spencer: Patron Services Librarian
- Jordan Kahle: Patron Services Librarian
- Kasia Hopkins: Collections Librarian
- Logan Peal: IT Specialist
- Matthew Wetherbee: Library Assistant 1 – Cataloging
- Michael Poker: Library Assistant 2 – Patron Services
- Olivia Coleman: Programming Specialist
- Paige McQuigg: Patron Services Specialist
- Robin Hayden: Patron Services Specialist
- Sara Bennett: Archives Librarian
- Sherrie Bowser: Archives Librarian