

ENGINEERING PROJECT MANAGER

Organization: Nampa Highway District No. 1

Department: Engineering

Reports To: District Engineer

FLSA Status: Exempt

Position Type: Full-Time



Nampa Highway District No. 1 is committed to maintaining and improving transportation infrastructure through teamwork, accountability, safety, and service to the community. We take pride in delivering quality roadway and infrastructure improvements that support the safety and mobility of the traveling public.

POSITION SUMMARY / GENERAL STATEMENT OF DUTIES

Under the direction of the District Engineer, the Project Manager performs professional, administrative, and technical work supporting the planning, design, construction, maintenance, and delivery of district transportation and infrastructure projects. This position manages roadway, bridge, drainage, traffic safety, signage, and capital improvement projects to ensure timely completion, budget compliance, quality assurance, and adherence to applicable engineering standards, regulations, and district objectives.

In addition to project oversight, the Project Manager supervises Engineering Department personnel and coordinates departmental operations to support district transportation, infrastructure preservation, and long-range planning goals. This position also works closely with the District's internal road construction crews, as well as external contractors and consultants, to ensure efficient and coordinated project delivery. Work requires independent judgment, technical expertise, leadership, and strong communication with staff, contractors, agencies, and the public.

SUPERVISION RECEIVED

Works under the general direction of the District Engineer with considerable independence in planning, coordinating, and managing assigned projects and departmental operations.

SUPERVISION EXERCISED

Provides direct supervision to Engineering Department employees, including but not limited to the GIS Coordinator, Sign Department personnel, and other assigned staff.

Supervisory responsibilities include, but are not limited to:

- Assigning, prioritizing, and reviewing work activities.
- Providing training, coaching, mentoring, and technical support.
- Conducting performance evaluations and addressing performance concerns.
- Assisting with employee recruitment, interviewing, onboarding, scheduling, discipline, and professional development.
- Monitoring workload distribution and departmental efficiency.
- Promoting a safe, productive, and collaborative work environment.
- Ensuring departmental compliance with district policies, procedures, and safety standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PROJECT MANAGEMENT & DELIVERY

- Manage all phases of transportation and public infrastructure projects, including project planning, design, environmental review, procurement, bidding, construction, inspection, and closeout.
- Develop project scopes, schedules, budgets, timelines, and resource requirements.
- Monitor project progress and performance to ensure projects are completed on schedule, within budget, and in accordance with specifications.
- Identify project risks, delays, cost overruns, or operational issues and implement corrective actions.
- Coordinate project priorities with the District Engineer and internal departments.

ENGINEERING & CONSTRUCTION OVERSIGHT

- Review engineering plans, specifications, estimates, drawings, and contract documents for completeness, constructability, and compliance with district, state, and federal standards.
- Coordinate and oversee consultants, contractors, inspectors, utility providers, and engineering firms.
- Coordinate project execution between internal district road construction crews and external contractors, ensuring alignment of schedules, resources, and project priorities.
- Conduct field visits, inspections, and progress meetings to monitor project quality, safety, compliance, and performance of both internal crews and contractors.
- Assist in resolving construction conflicts, unforeseen site conditions, design modifications, and operational challenges.
- Ensure all project work complies with district standards, safety regulations, and applicable laws.

DEPARTMENT LEADERSHIP & STAFF SUPERVISION

- Supervise and coordinate Engineering Department operations and personnel to ensure efficient project delivery and departmental effectiveness.
- Establish priorities, assign work, and monitor staff performance to ensure quality, timeliness, and compliance with district standards.
- Provide technical guidance and mentorship to engineering staff and support employee development and training.
- Assist the District Engineer with departmental planning, budgeting, staffing, operational improvements, and long-range goals.
- Participate in employee hiring, evaluations, corrective action, and personnel recommendations.
- Coordinate engineering support for internal road construction crews, ensuring timely design support, staking, field coordination, and construction assistance.

CONTRACT ADMINISTRATION

- Administer construction and professional service contracts, including bidding support, contract execution, change orders, progress payments, claims review, and project documentation.

- Review contractor pay applications, invoices, schedules, and supporting documentation for accuracy and compliance.
- Monitor consultant agreements and evaluate consultant performance.
- Ensure compliance with public procurement requirements, bid procedures, purchasing policies, and contract administration standards.

REGULATORY COMPLIANCE & FUNDING

- Ensure compliance with applicable federal, state, and local laws, regulations, permitting requirements, environmental conditions, and transportation standards.
- Assist with grant-funded projects, including funding applications, reporting, reimbursement requests, and compliance documentation.
- Coordinate with regulatory agencies and permitting authorities as required.

STAKEHOLDER COMMUNICATION & PUBLIC INVOLVEMENT

- Serve as a liaison between the district, internal road construction crews, contractors, consultants, utility providers, government agencies, property owners, and the public.
- Coordinate public outreach efforts, public meetings, project communications, and responses to citizen concerns or inquiries.
- Prepare project status reports, technical recommendations, presentations, and updates for district leadership, governing boards, and public meetings.

PLANNING & ADMINISTRATIVE SUPPORT

- Assist in the development and implementation of transportation plans, capital improvement programs, infrastructure preservation efforts, and long-range district planning.
- Maintain accurate project files, schedules, budgets, reports, permits, contracts, and performance metrics.
- Support district engineering, maintenance, and internal construction operations as assigned.

REQUIRED QUALIFICATIONS

EDUCATION

- Bachelor's degree in Civil Engineering, Construction Management, Project Management, Public Administration, Engineering Technology, or a closely related field.
- Equivalent combinations of education, training, and relevant experience may be considered.

EXPERIENCE

- Minimum of five (5) years of progressively responsible experience managing transportation, roadway, public works, construction, or infrastructure projects.
- Prior supervisory or leadership experience preferred.
- Experience coordinating both internal construction forces and external contractors strongly preferred.
- Experience with public-sector project delivery, contract administration, and capital improvement projects preferred.
- Experience coordinating with federal, state, and local agencies preferred.

LICENSES AND CERTIFICATIONS

- Valid driver's license with an acceptable driving record.
- Ability to obtain and maintain any certifications required for the position.
- Professional Engineer (PE) license preferred.
- Project Management Professional (PMP) certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of transportation engineering principles, construction practices, and project management methodologies.
- Knowledge of roadway, bridge, drainage, signage, traffic safety, and infrastructure improvement practices.
- Knowledge of applicable federal, state, and local laws, regulations, permitting requirements, and construction standards.
- Ability to interpret engineering drawings, plans, specifications, contracts, and technical reports.
- Ability to effectively manage multiple projects simultaneously while prioritizing competing deadlines.
- Strong leadership, budgeting, scheduling, cost control, organizational, and supervisory skills.
- Strong analytical, problem-solving, and decision-making abilities.
- Ability to establish and maintain effective working relationships with employees, internal road construction crews, contractors, consultants, government agencies, elected officials, and the public.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite, project management software, scheduling systems, GIS coordination tools, and construction management systems.
- Proficiency in using AutoCAD Civil 3D for civil design.
- Ability to exercise sound judgment and make technical and operational decisions in a fast-paced environment.
- Knowledge of cost estimating and budget management for transportation and public infrastructure projects.
- Considerable knowledge of materials, methods, techniques, terminology, and safety practices used in the construction and maintenance and repair of roadways.
- Respect the opinion of others and demonstrates a reasonable relationship with employees, supervisors, and others.
- Communicate information and states concerns clearly and professionally.
- Accept and perform changes in work assignments and/or how work is performed in a timely and effective manner.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

COMPENSATION, SCHEDULE, AND BENEFITS

- This position is classified as FLSA Exempt.
- Standard work schedule is Monday through Thursday, 6:30 a.m. to 5:00 p.m., with a thirty (30) minute unpaid lunch period, or as otherwise assigned by the District.
- Employees are paid on a monthly payroll schedule.
- Most Federal holidays are observed.

- Occasional work outside normal hours may be required based on project or operational needs.

WORKING CONDITIONS

- Work is performed in both office and outdoor field environments.
- Regular travel to project and construction sites throughout the district is required.
- Exposure to traffic, heavy equipment, uneven terrain, weather conditions, dust, noise, and construction hazards is expected.
- Occasional attendance at public meetings or hearings may be required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, bend, stoop, climb, and traverse uneven terrain.
- Ability to inspect active construction sites in varying weather conditions.
- Ability to lift and carry up to 25 pounds occasionally.
- Ability to operate a motor vehicle and travel between job sites.
- Ability to use computers and review technical documents for extended periods.

PERFORMANCE EXPECTATIONS

Success in this position is measured by:

- Delivery of projects on time and within budget.
- Effective coordination of internal crews, contractors, and consultants.
- Successful supervision and development of Engineering Department staff.
- Compliance with safety, quality, and regulatory standards.
- Accurate and timely documentation and reporting.
- Strong collaboration with internal road construction crews, staff, and external partners.
- Demonstrated commitment to safe project delivery and regulatory compliance.
- Regularly brief the District Engineer on project status, risks, staffing needs, budget concerns, and operational priorities.

ATTENDANCE EXPECTATIONS

Regular, reliable attendance is an essential function of this position.

OTHER DUTIES

This job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties. Employees may be required to perform other job-related duties as assigned. The District is an equal opportunity employer and provides reasonable accommodations in accordance with applicable federal and state laws.