Worcester County Job Opportunities

DEPARTMENT: **PUBLIC WORKS – ADMINISTRATION**

JOB TITLE: **CAPITAL PROJECT MANAGER**

COMPENSATION: **NON-CLASSIFIED $85,000 - $110,000 ANNUALLY***
(SALARY BASED ON QUALIFICATIONS AND EXPERIENCE)

WORK LOCATION: **DEPARTMENT OF PUBLIC WORKS, 6113 TIMMONS ROAD, SNOW HILL, MD AND OTHER LOCATIONS AS NEEDED THROUGHOUT WORCESTER COUNTY**

WORK SCHEDULE: **8:00 AM TO 4:30 PM, MONDAY TO FRIDAY**

APPLICATION PERIOD: **UNTIL FILLED**

TO APPLY: **OUR MAIN PAGE: WORCESTER COUNTY EMPLOYMENT**

JOB SUMMARY: This is a highly skilled position, under the direct leadership of the Deputy of Public Works, is responsible for managing new building construction projects and large diverse repair and renovation projects for Worcester County Government's owned or leased buildings and grounds. This position is not responsible for the Board of Education projects.

GENERAL REQUIREMENTS:

- Safety Sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice
- Must be able to work days, evenings and weekends as needed for projects, events, meetings, callbacks, weather events, etc.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD)
- Successfully pass pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Manages all phases of County new building construction and large repair and renovation projects to include but not limited to overseeing design, permitting, budgets, bidding, project meetings, schedules, construction activity, inspection and project close out
- Coordinates with consultant(s) to develop bid specifications that require architectural, civil, structural or MEP design
- Coordinates work with facilities managers, engineers, architects, contractors and County staff on project requirements
- Produces meeting minutes, updated project schedules and progress reports
- Produces financial summaries of project expenditures for submission to the Public Works Deputy Director
- Reviews product submittals for compliance with the project specifications
- Inspects or initiates inspection of construction activity for compliance with approved plans and specifications
- Performs construction inspections that may require use of extension ladders or man lifts
- Provides direction on construction aspects and facilitates change orders or change directives in the field
- Ensures projects are in compliance with County, State, and Federal policy, laws, and regulations

- Resolves construction budget, schedule and material related problems
- Oversees project safety compliance with authorities having jurisdiction
- Responsible for overseeing contractor activities for capital projects at County facilities after normal business hours and on weekends
- Prepares presentations, attends, and delivers effective presentations at meetings and public hearings with the County Commissioners and other boards, citizen groups and special meetings as required or requested
- Cross-trains and backs up other staff as needed
- Completes assigned tasks accurately and by established deadlines
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the public using tact, discretion, sound judgment, and professionalism
- Complies with the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule
- Complies with the Worcester County Government Personnel Rules & Regulations and safety programs
- Performs other related duties assigned by the Deputy Director of Public Works

QUALIFICATIONS AND SKILLS:

- Possess a minimum of ten (10) years of large construction project management and procurement experience required
- Possess a minimum of ten (10) years of budget preparation and execution experience required
- Possess working knowledge of local, State, and Federal policy, laws, and regulations for design and construction projects required
- Possess knowledge of 2021 International Building Code, 2017 National Electric Code, & Maryland Accessibility Code required
- Possess experience with permitting process and regulations required
- Comfortable working on roofs and other elevated surfaces required
- Experience with current OSHA and MOSH safety regulations as related to construction activities preferred
- Experience with AIA formats for specifications and payment applications preferred
- Excellent oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials, other government agencies, and the public using tact and discretion, exercise initiative, resourcefulness, professionalism, and sound judgment
- Proficient computer skills in Microsoft Office Suite programs sufficient to perform the essential functions of the position
- Ability to perform each essential duty, demonstrate managerial ability at a level necessary to direct the work activities of the department where required
- Ability to work in a fast-paced environment with interruptions
- Willingness to assume responsibility and motivate others
- Must have a team-oriented work ethic and ability to collaborate
- Must be self-starter that takes initiative and has a sense of urgency
- Ability to work independently and effectively with limited supervision
- Ability to perform work correctly, accurately, and consistently while meeting deadlines timely
- Ability to read, analyze and interpret job relevant materials & tools including financial reports, spreadsheets and legal documents
- Possess exceptional organizational skills with attention to detail
- Ability to apply acquired knowledge to increasingly varied and complex tasks

- Ability to respond to inquiries and complaints in a supportive manner that promotes a positive resolution; willingness to assume responsibility regardless of the source or nature of the issue and motivate others to provide superior customer service to employees and citizens
- Ability to define problems, collect information, objectively establish facts and draw valid conclusions necessary for recommendations and/or implementation of appropriate action
- Ability to compose confidential and non-confidential correspondence and maintain the highest confidentiality
- Ability to follow verbal and written instructions; keep records and logs; complete written forms accurately

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Work is performed both indoors and outdoors. Constant viewing, hearing, talking, sitting, standing. Frequent walking, pushing, pulling, lifting and moving of objects up to 25lbs, rarely up to 75lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, elevated surfaces, slippery surfaces, and uneven surfaces. Routine hazards in field work and operating a vehicle.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at Worcester_Guide_2026.pdf

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 15 paid holidays in calendar year 2026.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a $1 for $1 match of employee's contributions up to a maximum of $1,500 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at Worcester_Guide_2026.pdf or call Human Resources at 410-632-0090.