



City of Port Angeles

Internal/External Recruitment Announcement

Opens:
October 23, 2026

First Review:
November 9, 2026

Project Manager

Engineering Division

\$5,000 Sign on Bonus

Nature of Work:

Under general direction and management supervision of the City Engineer or their designee, plans, organizes, and manages engineering and construction projects including design and construction of City facilities including, parks, trails, public buildings, streets, and other projects as assigned. The work involves preparing plans, specifications and estimates, managing contract services, and responding to questions and inquiries from the general public, contractors, engineering professionals, and City staff regarding engineering projects.

- Serves as project manager for assigned projects from conception through implementation; develops requests for bids, managing work of consulting engineers and public works contractors, reviews plans, inspects work, recommends approval of progress payments, recommends approval or denial of change order requests, approves final project and closes contracts.
- Assists in the preparation of working drawings, plans, and estimates for general facilities including, parks, trails, parking lots, streets, buildings and other similar projects.
- Prepares and reviews environmental documents and permit applications for projects.
- Performs construction management and inspection of City construction projects for conformance with project plans and specifications. Verifies contract pay quantities.
- Provides engineering support to operational divisions to support maintenance, repair, and operations of facilities and infrastructure.
- Analyzes City infrastructure and formulates plans and/or projects to maintain effective economic operation.
- Tracks/coordinates/performs field inspections for permits, temporary erosion and sediment control, and assists in routine engineering construction inspections.
- Computes and compiles survey data from field survey notes; corrects, updates and extends city mapping.
- Responds to public requests for information and complaints concerning city facilities.
- Performs related duties as required.

Key Tasks:

- Following the Statement of Values, Guiding Pillars and Performance Factors within the team and with supervisors; by being positive, engaged, and responsive.
- Following and working within the teams' organizational structure, roles, and responsibilities.
- Implementing special projects, SOPs, policies, and directives.
- Responding to all phone calls, emails, etc. with an initial reply within two business days.
- Ensuring up to date and responsive calendar/scheduling management.
- Using a collaborative teamwork approach to issues and projects.
- Submitting detailed reports as requested.
- Meeting City Manager's Office, Finance, and departmental reporting timelines.
- Providing timely and actionable updates on critical issues.
- Ensuring assigned CFP/TIP project milestones/budgets are clearly and regularly communicated.
- Conducting regular subordinate performance evaluations and KPI reviews, updating work summaries and job descriptions as needed (only applicable to those staff managing other staff).
- Taking assigned training and continuing education courses (on paid time as provided by the City).
- Ensuring subordinate staff also meet these key responsibilities (only applicable to those staff managing other staff).
- Communicating to supervisor(s) in a timely manner when support, guidance, or resources are needed to meet deadlines and deliverables, and provide feedback on potential process improvements when identified.

Salary:**2026 Salary Scale:**

\$90,346.88 - \$107,850.08 annually (\$43.436 - \$51.851 per hour)

2027 rates (3% COLA effective 01/01/27)

\$93,057.29 – \$111,085.58 annually (\$44.739 – \$53.407 per hour)

Excellent benefits include longevity pay after completion of 5 years, medical, dental and vision coverage for employees and dependents, life insurance, long-term disability insurance, vacation/sick leave accrual, PERS retirement and deferred compensation plans. Employees share 12.5% of the medical premium. Position is represented by AFSCME Local 1619.

Qualifications:**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with course work in an engineering, construction management, or related engineering discipline. BA Degree is preferred.

Experience:

- At least five (5) years' of progressively responsible experience in public works and project management work. An equivalent combination of education and experience which provides the

necessary knowledge, skills, abilities and other competencies necessary for success in the position will be considered.

- Possession of an Engineering-in-Training certificate or Professional Engineer license from the State of Washington is highly desired
- Possession of a professional certificate in construction management or similar public works related credential is preferred.
- Possession of or ability to obtain within 30 days of appointment, a valid Washington State driver's license, and a good driving record are required.

The ideal candidate will possess the following:

- Knowledge of engineering methods and techniques as applied to public works construction and maintenance projects.
- General knowledge of computers, database, spreadsheet, word processing, graphics, and engineering software applications.
- Knowledge of computer aided drafting techniques and the ability to make computations from field survey notes.
- Knowledge of City, County, State and Federal regulatory codes and ordinances relative to public works and buildings.
- Knowledge of inspection requirements and materials/methods used in construction of City facilities.
- Ability to research real estate issues associated with property ownership and easements.
- Ability to read and interpret civil engineering permits and act as departmental resource to coordinate them through the review, issuance and construction process.
- Ability to adapt approved engineering methods and standards to the design, construction and inspection of a variety of public works projects
- Ability to interpret and enforce policies and ordinances fairly and impartially.
- Ability to communicate with the public, general contractors and suppliers professionally and tactfully.
- Ability to manage stressful situations and resolve conflicts in courteous manner.
- Ability to research documents and write legal descriptions about property ownership, values, easements and assessments.
- Ability to use word processing and spreadsheet software for engineering, utility and building applications, including GIS database.
- Ability to establish and maintain effective working relationships with fellow employees and the general public. Ability to read, write and understand English at a level necessary for efficient job performance.

To Apply: Please complete the attached application and attach a letter of interest and resume. First review of applications will take place November 9, 2026.

Selection Process: Applicants will be evaluated on the qualifications and related experience. Only those selected for an interview will be contacted.

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