



Division of Personnel

INVITES APPLICATIONS FOR THE POSITION OF:

**PROJECT MANAGER I, II, III - CODE ENFORCEMENT MEP PLAN
REVIEW**

An Equal Opportunity Employer

SALARY INFORMATION:

Depends on Qualifications

OPENING DATE: 02/26/19

CLOSING DATE: 03/08/19 11:59 PM

DESCRIPTION: This position is responsible for reviewing construction documents for compliance with the County's mechanical, electrical and plumbing codes. The position will work at the Code Enforcement office in Clayton.

This position will be filled at the I, II or III level depending on the qualifications of the selected candidate. The annual starting salary will be as follows and will be based on experience and qualifications:

Project Manager I - \$45,406 - \$54,487
Project Manager II - \$50,856 - \$61,027
Project Manager III - \$56,950 - \$68,340

As an employer, St. Louis County cares about the health and well-being of our employees. In an effort to provide for the best possible work-life balance, the County offers a generous benefit package which includes affordable health insurance, dental and vision coverage, 4 weeks of Paid Time Off the first year, 10 paid holidays, deferred benefit retirement plan, paid life insurance, short and long term disability. A full listing of benefits is available under the benefit tab at the top of this page.

EXAMPLES OF DUTIES

- Reviewing, analyzing and preparing blueprint designs, plans, calculations and maps in accordance with general engineering principles and for compliance with codes and regulations on larger projects.
- Identifies discrepancies and provides technical assistance to arrive at acceptable design solutions.
- Prepares engineering reports, specifications and plans.
- Inspects construction sites and checks for compliance with design plans, standards, codes and regulations.
- Determines appropriate action for revisions, if necessary and provides assistance and information to the general public and various agencies.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor of Science Degree in Engineering from an accredited college or university. Prefer experience in the area of mechanical, electrical or plumbing

systems involved in building construction design or code enforcement or any equivalent combination of education and experience. A current, valid driver's license is also required.

Project Manager I - Graduation from an accredited college or university with a Bachelor's of Science in Engineering.

Project Manager II - Registration as an Engineer-in-Training.

Project Manager III - Possession Professional Engineer license in good standing.

ADDITIONAL INFORMATION

SELECTION AND APPOINTMENT: A selection committee will evaluate the qualifications of each applicant which will include recentness and appropriateness of the applicant's education and experience, answers to the supplemental questions, results of employment references investigated and any other appropriate information available.

The selection committee will admit to the interview only those persons who possess the most job related qualifications and may establish admittance criteria beyond the minimum qualifications stated above. The interview will comprise 100% of the applicant's earned grade. A candidate must earn a qualifying grade of 70 or more on the interview to be eligible for appointment. After initial interviews with the selected candidates are conducted, an email will be sent to the address on file with instructions on how to complete and submit a Conviction Questionnaire. Candidates have 3 days to complete the required questionnaire.

The five top ranking candidates, based on the final grade, will be certified to the Department Director/Appointing Authority who will make the final decision.

All applicants conditionally offered a permanent part time, full time, term or on-call position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Screening will be performed by a reputable clinical laboratory. The cost of screening will be covered by the County.

HOW TO APPLY: Applicants interested in applying for this position should visit our website at www.stlouisco.com/personnel/jobsearch . We only accept On-line applications. If you do not have access to a computer with web access, we have a kiosk that you may use in our office located at 41 S. Central 7th Floor, Clayton, Missouri 63105.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: The policy of the Civil Service Commission of St. Louis County is to support fair and equitable employment opportunities for all persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, veterans' status or political affiliation. Call the Division of Personnel at (314) 615-5429 for more information on this policy.

St. Louis County
Division of Personnel, 7th Floor
Clayton, MO 63105
(314) 615-5429
Relay MO 711 or 800-735-2966
An Equal Opportunity Employer
Fax: (314) 615-7703
www.stlouisco.com

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.stlouisco.com>

OR

41 South Central
7th Floor
St. Louis, MO 63105
(314) 615-5429

EXAM #2018-00568

PROJECT MANAGER I, II, III - CODE ENFORCEMENT MEP PLAN
REVIEW

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Project Manager I, II, III - Code Enforcement MEP Plan Review Supplemental Questionnaire

* 1. Do you possess a Bachelor's Degree in Engineering?

Yes No

* 2. Are you registered as an Engineer Intern (FE)?

Yes No

* 3. Are you a Registered Professional Engineer by the Missouri Board of Engineers, Architects and Land Surveyors?

Yes No

* 4. Do you have a current valid driver's license?

Yes No

* Required Question