



LAKE COUNTY DEPARTMENT OF UTILITIES

Administration Division

Project Administrator

The Project Administrator is responsible for managing all administrative duties for water and wastewater construction projects.

Essential Job Functions:

- The primary purpose of this position is to complete administrative tasks for projects to ensure consistent, accurate policies, procedures and documentation are followed across all divisions.
- Schedules meetings, adheres to deadlines, communicates project status with consultants, keeps track of project documents and contract books for each project and maintains the project status in our GIS.
- Verifies as-built drawings received, bid sets filed and projects sent to permanent record. Reviews final project documentation and assists contractors.

Minimum Qualifications:

Applicants must have a High School diploma or GED. A valid Ohio Driver's license with a safe driving record and a drug screening are required. Prior project administration experience and an understanding of contracts is preferred.

Knowledge, Skills and Abilities:

Ability to exercise independent judgement, outstanding organizational skills, demonstrate strong interpersonal skills, exhibit sound decision-making when faced with complex or unique situations, consistently deliver general customer service in a professional fashion, and display strong skills in verbal and written communication, time management and analytical thinking. Moderate proficiency in Microsoft Excel, Word and GIS.

Job Type: Full Time

Pay: Starting \$20.50/hr.

Fringe Benefits:

- Medical, Dental, Rx, Vision, Telemedicine, Gym Membership, EAP
- 12 Paid Holidays

105 Main Street • P.O. Box 490 • Painesville, OH 44077 • P: (440) 350-2645 • P: (440) 918-2645

lakecountyohio.gov

 Facebook at Lake County Utilities
 Twitter @LCDU_Ohio



LAKE COUNTY DEPARTMENT OF UTILITIES

Administration Division

- Sick (4.6 hrs./pay), Vacation (3.1 hrs./pay), Personal Days (6/yr. from sick time), Overtime, Compensation Time
- PERS 10% employee contribution with 14% employer contribution, Deferred Compensation, Public Student Loan Forgiveness

Send resumes to Kelly Andino at LCDUJobs@LakeCountyOhio.gov, or 105 Main Street, Painesville, OH, 44077 by September 4, 2022. Please reference job #2022-#42.

**An Equal Opportunity Employer
M.F.H.V.**