

Project Manager

The Town of Louisa is seeking applicants for the position of Project Manager.

If you are a detailed oriented person and enjoy seeing a community thrive because of your work, then this integral position with the Town of Louisa may be for you.

Duties and Responsibilities:

- Conducts field inspections of municipal, commercial and residential projects to ascertain status and ensure compliance with specifications
- Prepares plans, correspondence, staff reports, and written replies as required
- Completes zoning and plan reviews
- Serves as the Zoning Administrator and as Subdivision Agent
- Prepares a wide variety of administrative reports
- Ensures compliance with state and federal regulations, including environmental and OSHA
- Coordinates projects and operations with associated governmental agencies

Knowledge and Skill Requirements:

- Ability to review and analyze plans and specifications for the maintenance, repair and construction of public infrastructure
- Ability to prepare complex technical reports, correspondence, and briefings
- Ability to establish and maintain effective working relationships with Town officials, other public officials, employees, contractors, and the community

Education and Training Requirements:

- Must hold a valid Driver's License
- Degree from an accredited college or university

How to apply: Applicants should apply by sending a resume and cover letter via email to Craig Buckley, Interim Town Manager, at cbuckley@louisatown.org. This position is open until filled with a first review of applicants occurring on February 14, 2025.

The Town of Louisa is an equal opportunity employer.