

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Project Manager I or II
Bureau of Building Construction
An Equal Opportunity Employer

Project Manager I or II – Bureau of Building Construction

\$51,896 - 56,535 annual salary (Grade C12 or C13), 40 hours per week, exempt position

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Tuesday, February 1, 2022

The Bureau of Building Construction is currently searching for an experienced commercial and institutional Project Manager.

As a Project Manager I, you will be responsible for projects between \$1 million to \$5 million dollars and managing up to 3 projects simultaneously. You will assist the Project Manager II staff on an as-needed basis. A willingness to learn from senior project managers is an important quality for this position.

As a Project Manager II, you will be able to manage up to five (5) large-scale capital projects in excess of \$10 million dollars per project, and will be responsible for projects from conception, programming, budgeting, design, construction, and warranty period.

The ideal candidate for this opportunity will be self-motivated and have the communications skills to work effectively with county staff, user agencies and construction inspectors; proficient computer skills to include project management software such as Procore. Position requires strict adherence to on-the-job safety of county staff and all trades.

See the full job descriptions here: [Project Manager I](#), [Project Manager II](#)

Qualifications:

1. Bachelor's degree in Architecture, Engineering, or Construction Management
2. Valid driver's license; **and**

Project Manager I

3. Three years construction management or site superintendent experience

Project Manager II

3. Five years' experience managing large scale, complex capital construction projects

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.