

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: PROJECT MANAGER – PUBLIC WORKS (Job Code 721).

GENERAL STATEMENT OF JOB

Under the limited supervision and general direction of the Director of the Department of Environmental and Engineering Services (DEES) or the Director's designee, performs professional level work related to the planning, organizing, budgeting, and management of municipal capital improvement projects and in-house repair and rehabilitation projects for the Public Works Department. This position is responsible for execution of all project phases, from planning to closeout of each project, to ensure compliance with all City, County and State standards and regulations. This includes, but is not limited to engaging, supervising, and managing design consultants and construction contractors; development of bid specifications; construction management and contract administration for capital projects and for in-house repair and rehabilitation projects; grant writing; and grant administration for county transportation and surtax projects. Work requires considerable latitude in the use of initiative and independent judgment. Seeks technical guidance on unusual or complex problems or issues; reviews work for completeness and accuracy.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs professional engineering level work in the office and field in connection with typical municipal capital projects such as roads and pavements, storm drainage systems, buildings, and various other civil engineering activities.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other department supervisors and employees, subordinates, engineer and architect consultants, contractors, business owners, City residents, sales representatives, regulatory agencies, etc.

Operates a vehicle and a variety of office/field equipment such as a computer, printer, calculator, measuring devices, engineer's scale, telephone, etc.

Performs all aspects of project management for projects; develops plans, detailed project scopes, technical specifications, and cost estimates; prepares permit applications to obtain all necessary permits; prepares contract documents and bid packages.

Coordinates projects with other City Departments and/or Government entities.

Identifies and develops scope and budget for new projects; assists in development of Capital Improvement Program.

Reviews, prepares, and oversees project cost estimates and budgets.

Works with City staff to solicit projects for bid; reviews and evaluates bid proposals; checks references; makes recommendations on award.

Obtains price quotes from contractors, manufacturers, and suppliers.

Monitors and directs public construction projects including preparing bid documents, specifying construction materials and standards, contractor selection, preparing Commission agendas and resolutions, project planning and scheduling, and supervising the construction of projects from design through completion to ensure quality and compliance with program standards.

Schedules and conducts meetings with contractors, consultants, utility company representatives and other appropriate staff to ensure that all parties understand their specific areas of responsibility during the preconstruction and construction phases of projects.

Assists with permit activities with all required governmental entities.

Ensures that contractors comply with all City of Margate requirements prior to construction (i.e. City contracts and insurance requirements).

Performs construction management for projects; issues work authorizations; reviews and approves construction schedules, products submittals, shop drawings, testing results, change order requests, and invoices; performs construction inspections; coordinates with other City staff and contractors; ensures compliance with contract documents and regulations; ensures timely deliverables; oversees project budgets.

Performs construction management administrative functions such as developing and maintaining a project status tracking log and preparing memos, letters, reports, meeting minutes, etc.

Plans, schedules and oversees all on-site project activities; performs progress inspections of construction activities to ensure quality and conformance with approved designs, specifications and applicable codes and standards.

Identifies and resolves project issues; ensures that projects progress on schedule and on budget.

Consults with consultants and appropriate staff on problems with design and construction; makes recommendations for problem resolution.

Responds to and resolves public inquiries and complaints. Investigates issues identified by residents, Public Works personnel, engineers, or other City staff; evaluates technical issues; researches and evaluates multiple solutions.

Follows standards and procedures for substantial completion and final acceptance of Projects.

Presents to the City Commission and/or any City Advisory Boards or Committees, Civic groups, and the general public on project related issues as needed.

Completes and/or reviews reports for submittal to regulatory agencies and responds to regulatory requests for information.

Ensures that legally required recordkeeping and monitoring is accomplished for assigned projects.

Writes and administers grants; completes all required documentation and requirements during the different phases of projects.

Receives, reviews, prepares and/or submits various records and reports including billing invoices, job applications, vehicle reports, budget documents, technical reports, payroll reports, monthly reports, work orders, flow charts, performance appraisals, requisitions, progress reports, memos, correspondence, etc.

Executes various procurement responsibilities, including soliciting, reviewing, and approving vendor proposals; reviews and approves vendor invoices and contractor pay applications.

Provides technical assistance to various City Divisions.

Performs related work as required.

Performs emergency response duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Must possess a Bachelor's degree in Civil Engineering, Construction Management, or other closely related field, from an accredited college or university.

Must have at least six (6) years of work experience in civil engineering or construction management of roadway and/or infrastructure projects with a demonstrated knowledge of the principles, standard methods, and practices of municipal engineering and roadway design and construction.

A Master's degree **may** be substituted for one year of experience.

Must have National Incident Management System (NIMS) certification (level to be determined by job classification requirements), or obtained within one (1) year of employment.

Experience in managing and administering at least one (1) FDOT LAP (Local Agency Program) project is highly **preferred**.

Experience in managing and administering at least one Broward County transportation or surtax project is highly preferred.

Project Management Professional (PMP), Registered Architect, Professional Engineer (PE) license, or Certified General Contractor's license are highly **preferred**.

AutoCAD and GIS certifications are not required, but are highly preferred. A basic knowledge and understanding of AutoCAD, Microstation, and GIS is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires the ability to bend, stoop, twist, climb ladders, walk over uneven, slippery surfaces, and lift and carry objects of light to moderate weight (5 to 15 pounds). Ability to sit for extended periods of time while working with computers or at work stations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires the ability to read standard English. Requires ability to read a variety of policy and procedure manuals, operating instructions, computer manuals, technical reports and correspondence, etc. Requires the ability to read a variety of technical materials relevant to engineering and municipal

regulatory practices that range from moderate to complex levels. Requires the ability to prepare reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to analyze and interpret a variety of technical information with abstract and/or concrete variables; identify problems, recognize symptoms, causes and alternative solutions; interpret professional periodicals and journals, technical procedures, and government regulations; research, compile and summarize a variety of informational and statistical data and materials; interpret complicated policies, procedures and protocols; apply mathematical concepts such as ratios, proportions, probability factors, and statistical inference; and draw conclusions from financial and numerical materials. Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form, to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Must communicate clearly, efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions, to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including mechanics, electrical repair, accounting and others used within the parameters of the job. Must communicate with appropriate technical terminology, as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Sensory Requirements: Must have the ability to perceive and discriminate sounds and visual cues or signals, and have a sense of smell.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in a capacity beyond giving and receiving instructions. Must be able to perform under stress of frequent deadlines. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situation, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a certain degree.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions.

Quality of work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all City departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the City.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, City policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off request.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified (i.e. poor communications, variance with City policy or procedures, etc.). Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors, and staff for mutual and City benefit. Contributes to maintaining high moral among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles request, suggestions, and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule according. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within constraints of City policy, formulates appropriate strategy and tactics for achieving departmental and City objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the City.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing: Works with the Personnel Department, and upper management where appropriate, to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding other toward the achievement of City goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strive to develop and maintain good rapport with all staff members. Considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the methods, materials and equipment required for the construction and for the maintenance and repair of public works infrastructure, buildings, and facilities.

Knowledge of building, electrical, and plumbing codes and construction law for South Florida.

Knowledge of HVAC, building structural requirements, electrical, plumbing and other applications necessary to develop project plans, determine proper equipment and materials for project design.

Ability to prepare plans and specifications for minor and capital construction and repair projects.

Ability to inspect contract repair and construction work.

Ability to maintain effective working relationships with officials, employees, contractors and the public.

Knowledge of Federal and State regulations, including knowledge of environmental rules and regulations, permits, etc. and the requirements and procedures for securing grants.

Knowledge of basic principles and practices of cost estimating, budgets, and accounting.

Knowledge of drafting and surveying principles.

Skilled in a high level of verbal and written communication for presentations, training, negotiations, and guidance for a wide variety of audiences.

Skilled in word processing, database, spreadsheet, presentation, and selected job specific software applications.

Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.

Ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies, contractors, and the general public.

Ability to prepare Requests for Proposals and bid specifications, and evaluate proposals.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to make independent decisions quickly under emergency or stressful conditions and work independently.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date