



MUNICIPALITY PROJECT MANAGER

Exempt: Yes
Salary Range: \$47,250 - \$71,029
Shift: Full Time - Day
Reports To: Public Works Director

JOB SUMMARY: Position is to provide technical support on projects and managing goals and objectives within Department of Public Works. This includes working on all phases of projects to a successful conclusion. It also requires assisting the Public Works Director with Public Works Department employees as requested.

DUTIES AND RESPONSIBILITIES: The following statements describe the principal function of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or other wise to balance the workload.

Primary person to provide for the City direction, guidance and assistance to engineers, contractors and work crews; coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with contractors and work crews, assists with complex situations, and provides technical expertise.

Based on workload allocation this position will be required at times to monitor and supervise key activities of the Public Works Department. It also includes working with the Public Works Superintendent in day to day operations.

Monitors compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; researches codes as needed; initiates actions necessary to correct deviations or violations.

Reviews project plans and specifications; makes recommendations concerning improvements, modifications, design strategies, or other aspects of project development.

Prepares and administers project schedules and budgets; submits justifications for budget requests; monitors expenditures to ensure compliance with approved budget.

Coordinates process for bidding and contracting of services; prepares Requests For Proposal (RFPs) for engineering services, construction engineering inspection services, maintenance services, or other services; prepares bid packages; conducts pre-bid and pre-construction meetings; issues addenda to clarify questionable issues; participates in negotiations of scope of services and fees for

professional services agreements; makes recommendations to Director regarding selection of vendors and awarding of contracts; compiles language for contracts and specifications packages.

Oversees, administers, and coordinates work performed by consultants, contractors, or other service providers; administers annual maintenance contracts; monitors work to ensure compliance with terms of contract; reviews invoices and payment requests submitted by consultants/contractors.

Manages projects during design and construction phases; attends regular project progress meetings; prepares, reviews, and processes change orders for changes to contracted scope of work; processes purchase order requisitions, work orders, and invoices; reviews project progress reports submitted by contractors; monitors adherence to project schedules.

Prepare executive summaries of projects for presentation to various organizations including City Council. Provides technical assistance concerning engineering issues, project management issues, design/construction activities, and other issues to contractors, consultants, City staff, public agencies, or others; responds to questions or complaints; assists in resolving engineering problems, project development issues, or conflicts involving project participants.

Coordinates public education activities relating to Public Works' projects and activities; coordinates neighborhood programs involving participation of residents, speaks to property owners and community organizations.

Prepares or completes various forms, reports, correspondence, executive summaries, requests for proposals, requests for qualifications, schedules, progress/status reports, budget documents, cost estimates, purchase order requisitions, notices to proceed, work orders, change orders, punch lists, agendas, action plans, permit applications, grant proposals, drawings, and other like documents.

Receives and maintains various forms, reports, correspondence, schedules, bid proposals, drawings, construction plans, permit applications, contracts, change orders, progress reports, budget reports, invoices, payment requests, inspection reports, technical study reports, laboratory reports, specifications, product literature, codes, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with Director, employees, engineers, consultants, contractors, developers, vendors/suppliers, utility companies, state/federal agencies, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings and hearings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new construction methods, materials, trends, and advances in the profession.

Require to complete small projects from development of concept through construction including the preparation of plans and specifications.

Direct Public Works in the absence of the Director.

MINIMUM QUALIFICATIONS: Preferred combination is a four year degree in civil engineering or construction management and a minimum of two years of related experience. Position requires a two year degree from an accredited college or university in a related field or minimum requirement is 10 years of construction, inspection and project management with supervisory experience. Excellent written and verbal communication skills required. Prefer candidate with AutoCAD skills. Must hold and maintain a valid Florida Driver's License.