



**PROJECT MANAGER
JOB DESCRIPTION**

JOB TITLE: Project Manager	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Village Engineer
PAY GRADE: 142	DEPT: 3900 Engineering	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Professional administrative and technical work in a wide variety of building and construction projects. Responsible for planning, managing, and coordinating construction projects from inception to completion. Work involves extensive coordination of project activities with building users, consultants, regulatory agencies and contractors. Performs related work as required.

SUPERVISION EXERCISED: Supervises Engineering Construction Coordinator. Work is performed under minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages project design professionals, construction managers and general contractors.
- Coordinates with Village Departments the design, development, programming and construction phases associated with projects.
- Receives and responds to inquiries, concerns and complaints from employees, officials, agencies and the general public regarding department activities and projects.
- Coordinates and performs engineering review and approval for development plans; ensures compliance with applicable Village codes.
- Administers the Village’s Capital Improvement Projects which include new building construction, building renovation, park, roadway, drainage, and landscape improvements.
- Performs as contract administrator for all activities related to the facility program, permitting assistance and traditional project management activities (i.e., budget and schedule monitoring, user coordination, program and plan review, contract monitoring, contract change negotiations, field review, occupancy transition, and project close-out, FDOT/LAP Grant funding oversight).
- Coordinates and/or prepares construction documents for capital improvement projects.
- Coordinates the bid process up to and including contract award.
- Prepares construction cost estimates.
- Conducts periodic “on site” review of construction projects to ensure quality conforms to specifications and construction schedules are maintained.
- Prepares reports and recommendations for the consideration of Department Director.

- Negotiates the terms and value of additional service agreements for design professionals and change orders for contractors.
- Reviews and approves pay requests.
- Provides guidance/direction to personnel in other Village departments and outside consultants regarding project development and construction issues.
- Coordinates development projects with regulatory agencies for compliance with standards, regulations and conditions of development.
- Monitors the project permitting process including Federal, State and local regulatory requirements.
- Performs constructability and value analysis reviews.
- May supervise other Village employees.
- Ensure all safety rules and compliance is being followed on job sites and within scope of work performed.

OTHER DUTIES:

- Assists the Village Engineer in emergency management planning
- Participates in recovery operations after an emergency event. Coordinates compliance with FEMA rules and regulations. NIMS trained.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Requirements:

Knowledge of:

- The principles and practices associated with building design and construction projects.
- The principles of project management.
- Modern developments and trends in the field of building construction.
- Scheduling programs and theories and ability to estimate and review schedule impact.
- Computer software applications including word processing, spreadsheet, project management/scheduling, and CADD.

Ability to:

- Utilize advanced computer software packages for project management.
- Read, interpret and evaluate structural, electrical, plumbing and mechanical details of building construction plans to assure compliance with code requirements and to recognize deviations from such plans.
- Establish and maintain effective working relationships with consultants, developers, contractors, regulatory agencies, users and the public.
- Interpret research and apply regulatory material such as building code requirements.
- Communicate effectively both verbally and in writing.
- Handle multiple concurrent tasks and responsibilities.
- Effectively manage projects from inception to completion.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's of Science degree in Engineering , or Architecture, or Construction Management, or any other related field; and
- Minimum of five (5) years of experience in Construction Management.
- Any related combination of education, training and experience that provide the required knowledge, skills and abilities

Knowledge, Skills and Abilities:

- Comprehensive knowledge in all areas of civil engineering and construction, transportation planning, stormwater management, water, sewer, collection and distribution system, regulation of private and public development, etc. as applied to municipal public works projects and programs.
- Knowledge of applicable occupational hazards and safety precautions.
- Ability to analyze and critically evaluate the best solution for a design problem or goal.
- Ability to understand basic concepts of land conveyance, easements, legal descriptions, legal documents, applicable codes and regulations, and the bidding process.
- Ability to operate a motor vehicle to perform field inspections.
- Ability to use AutoCAD, read and interpret surveys and construction plans and perform minor field surveys.
- Ability to supervise and coordinate multiple projects; ability to plan, organize and prioritize assignments to meet set goals and timetables.
- Ability to solve problems, exercise sound judgment and initiative; ability to work independently.
- Ability to establish and maintain effective working relationships with other employees, contractors, officials, engineers and the general public.
- Ability to effectively meet with citizens and co-workers to work on projects and handle customer complaints.
- Ability to communicate effectively and professionally, both orally and in writing.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one by date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to operate motor vehicles when performing job site inspections. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl in performing light manual labor.

The employee must be able to exert up to 5 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, and must be able to lift and/or carry up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires motor coordination and manual dexterity as well as the ability to inspect items for proper size/shape and to differentiate between shades of color.

TOOLS & EQUIPMENT USED:

Motor vehicle, AutoCAD, computer, printer, scanner, copier, engineer's scale, calculator, survey equipment, telephone, maps, blueprints and other related equipment.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and is exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quiet while in the office, and moderately noisy or loud when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, reference check, DMV and criminal background check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:

Revised: 12/99

Revised: 11/04

Revised: 12/04

Revised: 6/15/06

Revised: 10/29/08

Revised: 03/17/16