



Open Until  
Filled

Project Coordinator  
/Project Manager



city of  
PALM COAST





## The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf.

Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 85,000.



## The Department and Division

The Community Development Department has a wide variety of functions that serve both internal and external customers.

The divisions of the department include: Planning, Building, Code Enforcement and Construction Management & Engineering. The Construction Management & Engineering Division is comprised of 27 full-time staff that oversee the management & operation of the city's stormwater system, technical design review and construction inspection of site-work & infrastructure (utility, transportation, stormwater and civil) of private & public development as well as management of the City's Capital Improvement Plan and Projects.



## The Position

The City of Palm Coast is seeking an experienced project coordinator/manager to assist with Capital Improvement Projects. Under administrative direction, the purpose of the position is to oversee and manage capital improvement construction and engineering activities. The work of an employee in this class focuses on the coordination of transportation capital improvement projects. Employees in this classification perform at entry/mid-management level, and are responsible for coordinating/managing the project development, design, construction, inspection and contract administration activities involving the review and evaluation of engineering plans and specifications in support of the implementation of the City's Capital Improvement Projects. The objective is to ensure development through departmental application of all applicable Federal, State and local codes and standards and contractual provisions as well as FDOT grant requirements if applicable.



## Key Duties and Responsibilities

- Performs complex administrative and engineering support work in the design, construction, planning and management of the City's Capital Improvement program; develops and implements work policies and procedures, goals and objectives for engineering review and approval processes of the City's Capital Improvement program.
- Manages consultants in the development of projects; reviews and verifies consultants' invoices and recommends approval for payment; review consultants' plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultants' costs estimates and schedules.
- Reviews preparation of engineering drawings by technical staff and consultants; assists in the review of in progress and final plans and specifications for completeness prior to public advertisement for bid.
- Assists in the review and approval of items such as shop drawings, material submittals, and supplementary drawings during the construction administration phase.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, engineers and architects to evaluate construction progress to ensure compliance with the plans, standards, specifications, special requirements, codes and regulations are enforced.
- Coordinates advertising for bidding process; reviews qualifications, bids and submits recommendations for consultant and contractor selection.
- Provides explicit technical information of requirements involving construction and development approval processes.
- Ensures technical and informational assistance is readily available to the inspectors, the general public, vendors and City personnel.
- Evaluates project management policies, programs and processes for effectiveness, accuracy and efficiency.
- Defines consultant scope of service, reviews and evaluates proposals to perform task; authorizes or recommends approval as appropriate.
- Develops, implements and monitors project budgets; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures and ensuring sound fiscal control.
- Maintains open communication with the general public, vendors, City personnel for the dissemination of information.



# Capital Improvement Plan

## Transportation

The City continues to grow with projected population of 130,000 in 2030 as well as planned development to the west of US1 will require the expansion of the current transportation system. The current projects consist of capacity expansion, safety improvements and maintenance of the transportation network such as roadway widening, new turn lanes, sidewalks, new traffic signals, conversion of existing traffic signals, signal optimization, bridge repairs/replacement, roadway pavement & striping rehabilitation/renewal.

## Roadways

The roadway network consists of 1,186 lane miles of roadway within the City limits. The City is currently in the process of finalizing a long range rehab & renewal plan with the assistance of TransMap, Inc. who collected data for pavement condition and roadway striping/ marking.

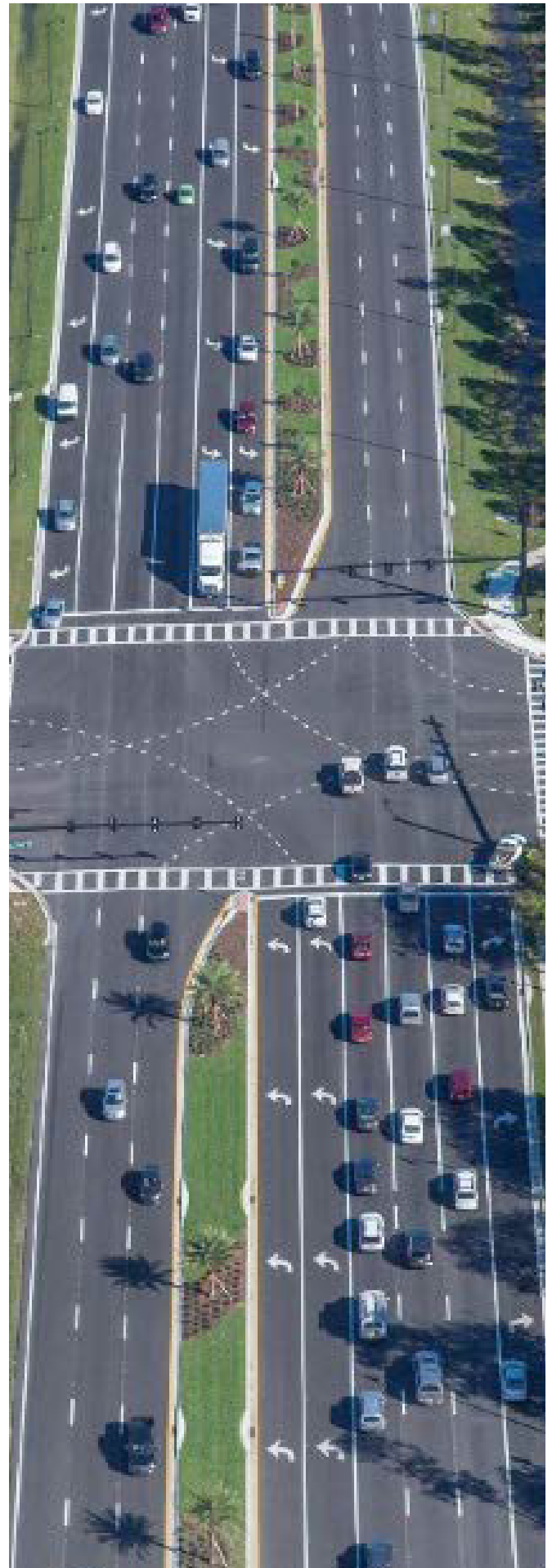
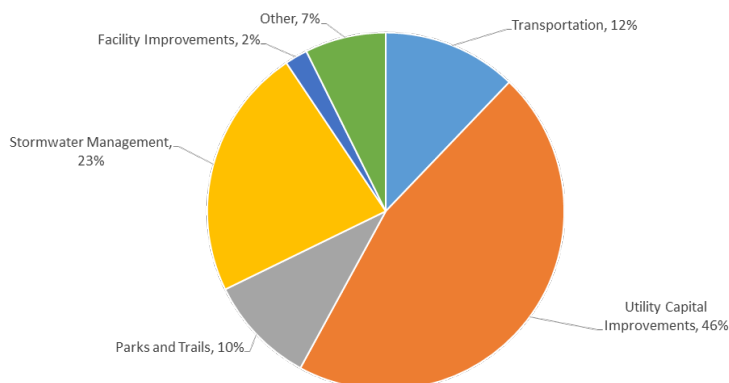
## Traffic Signals

The City currently has 53 traffic signals and maintains these signals as well as an additional 5 signals within the County. The City began the implementation of an Arterial Traffic Management System (ATMS) for the traffic signals in 2017 by connecting signals to the city's fiber network, adding cameras and networking the system with Trafficware's ATMS.now software.

## Paths and Trails

The path network consists of over 125 miles of paths/ trails. The City continues to add paths and to explore opportunities to expand the path network.

**FY19 Capital Improvement Plan with  
Over \$52,000,000 in Projects**





**The Ideal Candidate**

The Construction Management & Engineering Division is seeking a Project Coordinator/Manager who will work with the two existing Project Coordinators/Managers to oversee the development of the City’s Capital Improvement Projects. The individual will be outgoing, personable and have excellent communication skills. He/she should be a strategic thinker who is effective working with consultants and contractors.

The ideal candidate will work well across department and division lines and with consultants and contractors. He/she will need to be able to multi-task and keep numerous projects on track and budget. Additionally, functioning well in a team-oriented environment is vital to this position’s success. Experience with FDOT LAP projects and managing public capital projects with a primary focus on civil and/or transportation is preferred, but not required.





## Minimum Qualifications

- Project Coordinator: Associate's Degree in Engineering, Architecture, Construction Management or related field; supplemented by three (3) years progressively responsible professional experience in the design, construction, inspection or project coordination/management of architecture, engineering, building, site development, stormwater, utility or roadway design and/or construction, or a closely related field; or an equivalent combination of education, training and experience.
- Project Manager: Bachelor's Degree in Engineering, Architecture, Construction Management or related field; supplemented by five (5) years progressively responsible professional experience in the design, construction, inspection or project coordination/management of architecture, engineering, building, site development, stormwater, utility or roadway design and/or construction, or a closely related field; or an equivalent combination of education, training and experience.
- Must possess and maintain a valid Florida Driver's License.

## Compensation and Benefits

The anticipated starting salary range is \$49,625 - \$81,455. The salary will depend on qualifications and experience. Palm Coast offers a comprehensive benefits package; including a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's outstanding benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at: [human\\_resources@palmcoastgov.com](mailto:human_resources@palmcoastgov.com) or (386) 986-3718.

## How to Apply

Apply online through the City's website at <http://www.palmcoastgov.com/employment/openings>. Questions should be directed to Human Resources at [human\\_resources@palmcoastgov.com](mailto:human_resources@palmcoastgov.com) or (386) 986-3718.

## Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

## The Process

Applications will be accepted until the position is filled.

## Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. A veteran's preference will be awarded per Florida law.