



CLASSIFICATION DESCRIPTION

TITLE: SENIOR PROJECT MANAGER **JOB CODE: 20 (Exempt)**

GENERAL DESCRIPTION OF DUTIES

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 multiple capital improvement project types, including but not limited to transportation, utility infrastructure, stormwater infrastructure, recreation facilities, and various public use building types. Employees in this classification perform at mid management level, and are responsible for managing the project development, design, construction, inspection and contract administration activities involving the review and evaluation of architectural and engineering plans and specifications in support of the implementation of the City's Capital Improvement Projects. Objective is to ensure development through departmental application of all applicable Federal, State and local codes and standards and contractual provisions.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- 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 architectural and/or 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.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Engineering, Architecture, Construction Management or related field; supplemented by seven (7) years progressively responsible professional experience in the design, construction, inspection or project 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.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

Preferred Certifications

Project Management Institute – Project Management Professional (PMP) Certification.

Registered Professional Engineer in the State of Florida.

Registered Architect in the State of Florida.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of all functions relevant to the processing and approval of public construction projects in the respective trade/discipline(s), e.g., plans review, licensing, permitting, and inspections.
- Thorough knowledge of pertinent federal, state and local rules, regulations, ordinances, current codes and other regulatory standards applicable to the work.
- Thorough knowledge of the body of available and current information resources applicable to the functions for technical research purposes and for special projects as may be assigned.
- Skill in interpreting rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Interpersonal, leadership, planning, management and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers and the public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Skill in reading technical documents for understanding. Skill in applying technical information to a project.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.