



Open Until
Filled

Senior
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 92,000.



The Department and Division

The Stormwater & Engineering Department has a wide variety of functions that serve both internal and external customers.

The functions of the department include: Stormwater Engineering, Operations & Maintenance, Facility Engineering, Utility Engineering and Transportation Engineering and Operations. The Department is comprised of 59 full-time staff that oversee the management & operation and maintenance of the city's stormwater system; operation of the city's transportation system as well as the management of the City's Capital Improvement Plan and Projects.



The Position

The City of Palm Coast is seeking a qualified Senior Project Manager for the engineering utility group within the Stormwater & Engineering Department. The position will be responsible for managing a wide variety of municipal utility capital improvement projects. The projects involve coordination with; Utility Department operations staff, permitting agencies, consultants, other City departments and contractors. The tracking of project budgets, expenditures, schedules and milestones, are integral to the position. Knowledge of underground utility construction, utility infrastructure and general site-work construction is necessary.

The project manager reports to the City Utility Engineer. The position does not require management of employees. The project manager will be required to work with a high degree of independence and initiative. Work will involve primarily office duties and occasional field/site visits. Position is salaried.



Key Duties and Responsibilities

- Establish and maintain project timelines and milestones which align with the schedule needs of the City's Utility Capital Improvement plan. Coordinate project development and stakeholder needs with Utility Department staff.
- Track project expenditures/budget, review and help process payment applications, invoices, work authorizations and purchase orders. Prepare and process owner direct purchase for project materials.
- Write meeting agendas and conduct meetings for projects, from project concept through completion of construction. Prepare written items and packages for City Council approval. Present items at Council meetings as needed.
- Prepare project bidding/qualification packages and coordinate with City's purchasing department. Review bid/qualifications submittals. Review design plans and perform quantity takeoffs and bid schedule of values.
- Ensure project milestones are achieved. Identify and track project permit requirements.
- Respond to resident concerns during construction activities. Prepare public notifications.
- Coordinate grant applications and ensure grant compliance.
- Work with project inspectors to ensure project inspection needs are met. Review and track project change orders and quantities. Perform occasional construction site visits to assess project status and collect information from contractor field meetings.

City of Palm Coast Utility System

The City provides potable water and wastewater collection service to customers throughout the City and portions of service territory outside the City corporate limits. The City owns and operates three (3) potable water treatment facilities, located in different areas within the City and which are connected to a shared, extensive watermain pipe distribution network. Several raw water wells located throughout various areas of the City, provide source water to the potable water treatment facilities. Wastewater collection is provided by gravity sewer and PEP system. Several wastewater pump station located throughout the City, are used to send raw sewage to the City's two (2) wastewater treatment facilities. Both wastewater treatment facilities produce high quality reclaimed water, which is distributed through reclaimed watermain systems for irrigation within public right-of-ways and residential subdivisions.

Current and Future Challenges

The City of Palm Coast has experienced several construction booms, since its formation in 1999 and continues to grow at a fast pace, particularly in residential development. Prior to the formation of the City, many of the residential areas existed and were served by private utility, which eventual became the public utility. Some of the City's utility infrastructure is approaching a half century in service. The need to repair, replace and upgrade existing utility infrastructure has increased in recent years, while simultaneously, the need to implement new utility infrastructure, in order to meet the needs of growth has occurred. This has resulted in an extensive capital improvement and R&R plan, generating a multitude of annual utility projects, forecasted over several years. The majority of these projects require extensive project management. The addition of an experienced, qualified project manager to the Engineering team, will help to more fully support the initiation and completion of capital improvement projects and to help fulfill the utility service needs of the community.

The Ideal Candidate

The Stormwater & Engineering Department is seeking a Senior Project Manager to manage the administrative aspects of project design and construction associated with utility capital improvement projects and to be the key driver in turning a design concept into a completed project. The ideal candidate will have the following attributes:

- Well organized, detailed, a quick and eager learner.
- Work well across departments and with consultants and contractors.
- A self-starter and independent with ability to interact within a group.
- Ten (10) + years of experience in reading and reviewing construction plans.
- Ten (10) + years of experience in the construction of utility infrastructure.
- Ten (10) + years of managing construction projects.
- Strong written and verbal communication skills.
- Extensive usage of MS Word, MS Excel and project management software.





Minimum Qualifications

- Project Manager: 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 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.
- Preferred Candidate will be a Registered Professional Engineer in the State of Florida or capable of obtaining Professional Engineer license in Florida within six months.

Compensation and Benefits

The anticipated starting salary range is Senior Project Manager \$71,713-\$110,043. 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 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 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 Information

The City of Palm Coast is an Equal Opportunity Employer. A veteran's preference will be awarded per Florida law.