CITY OF ST. PETERSBURG, FLORIDA

An Affirmative Action/Equal Opportunity Employer

JOB ANNOUNCEMENT

POSITION – IRC68100

Senior Capital Projects Coordinator

DEPARTMENT

Engineering & Capital Improvements

CLOSE DATE

11-13-2026 (11:59 PM)

SALARY

$87,453 - $140,157

DESCRIPTION

The City of St. Petersburg Engineering & Capital Improvements Department is one of 171 American Public Works Association (APWA) certified agencies in the nation and we continue to grow, delivering award winning projects such as the internationally recognized new St. Pete Pier, as well as awards for infrastructure upgrades and sustainability. The Engineering & Capital Improvements Department will be embarking on major infrastructure projects and extensive system capacity upgrades, implementing both the integrated water and wastewater master plan which includes water, wastewater, reclaimed water, and stormwater master plans. Also included in this infrastructure upgrades are roads, bridges, and seawalls, as well as vertical assets such as new Recreation Centers, Police and Fire facilities, and modifications to existing facilities, all focused on resiliency and sustainability.

With such a major replacement and upgrade program, the City of St. Petersburg Engineering & Capital Improvements Department is looking to expand its team to include additional Engineers, Project Managers, Architects, and other essential staff to be part of delivering and advancing its community into a new era.

This is responsible and professional level administrative work of a highly technical and supervisory nature involving coordinating, managing, and implementing City Facility projects City-wide. Work involves monitoring, oversight, and tracking of city facility projects. Work includes coordination with developers, engineers, architects, and contractors. Work involves preparation of documents and coordination on compliance issues including notices, documentation and resolution. Work involves the responsibility of the overall coordination of other City departments or agencies and jurisdictions to include the review of plans, assembling plans and specifications for bid packages, managing through outside consultants the preparation and advertisement of construction documents, reviewing bids, selecting and coordinating consultants and contractors, negotiating scope, fees, and schedules, monitoring the progress of design and construction work, approving payments, and preparing status and final reports. Work includes preparing and reviewing project scopes and budgets, establishing project timelines and an efficient sequence of events, coordinating with consultants to assure compliance with the plans, and oversight of the construction process. Work requires considerable organization, management, and oversight of improvements to City facilities. Work requires the exercise of considerable independent judgment, initiative, and ingenuity; productive interaction with City officials, other governmental agencies, contractors, and the public; and the ability to competently and independently manage a workload that may include competing demands and challenging deadlines.

JOB REQUIREMENTS

Minimum Qualifications for Design Division. Applicants must:

- Have a valid Bachelor's degree with major course work in construction management, architecture, landscape architecture, engineering, or a related field.
- Possess and continue to maintain a valid Driver License.
- Possess a minimum of ten (10) years of experience in project management and construction administration.
- Have considerable progressive experience in City Facility permit, design, and construction oversight and management.
- Be able to exercise considerable independent judgement in collaboration and resolution while representing the City's interest.
- Have experience coordinating independently with a variety of city departments, government agencies, and infrastructure and utility owners.
- Have significant experience managing multiple complex projects.

- Have demonstrated abilities to review and prepare plans.
- Have demonstrated abilities to organize, track and manage accounts and maintenance of infrastructure.
- Possess supervisory experience including the ability to schedule and review the work of highly skilled professional consultants and sub-professional employees.
- Be able to prepare reports, master plans, studies and conceptual drawings using land development principles.
- Be able to communicate clearly and concisely, orally and in writing.

Desirable Qualifications. Preferred applicants:

- Have a Registered Architect License.

IMPORTANT APPLICATION INSTRUCTIONS

For purposes of employment, re-employment, promotion, transfer or demotion, the most qualified applicant will be selected to continue in the hiring process. At this point, any prior criminal records will be verified. A prior criminal record will not necessarily disqualify a selected applicant from employment. The City of St. Petersburg is committed to a Drug Free Workplace and compliance with the Department of Transportation (DOT) drug testing rules. Applicants may be required to successfully complete pre-employment drug testing and/or medical exams.

HOW TO APPLY

Apply online at www.stpete.org/jobs - Select *See Open Jobs*. City employees must use the Current City Employee link or use a City computer to access iRecruitment Employee Candidate. **The City of St. Petersburg is an equal opportunity employer and encourages individuals with disabilities and veterans to apply for posted positions. In accordance with Chapter 295 of the Florida Statutes, qualified servicemembers/veterans and the spouses/family members of certain servicemembers/veterans receive preference/priority in employment. Eligible applicants are responsible to apply for Veterans' Preference at the time of submission of any job application. Reasonable accommodations may be made for qualified individuals with disabilities to apply, to interview for positions and to perform the essential job functions.**