

Job Code: 101609

Pay Grade: 27

Project and Construction Manager

JOB SUMMARY:

MAJOR FUNCTION: Under the direction of the Parks and Recreation/Facilities Director, this position is responsible for planning, managing, and coordinating projects from inception to completion. Work involves extensive coordination of project activities with building users, consultants, regulatory agencies, and contractors.

Employee will act as the owner's representative for all activities related to the facility program, including municipal relations, 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). Work requires significant independent judgment and decision making which directly affects all aspects of design and construction projects as well as related funding. Work is reviewed through conferences, reports and evaluation of results obtained. Supervises Facilities Project Manager.

This is professional and technical work in contract administration, contract compliance, and user management for a wide variety of complex, specialty and/or high value building projects.

ESSENTIAL JOB FUNCTION:

- Manages project design professionals, construction managers and general contractors. Coordinates with user agencies the design, development, programming, and construction phases associated with projects.
- Coordinates with users to identify user's functional and business operation requirements and ensures that the plans and specifications reflect those requirements.
- Translates the plans and specifications to the users to demonstrate how functional and business operation requirements are achieved.
- Directs professional and clerical staff involved in the preparation of construction documents for new buildings, renovations or building additions.
- Conducts periodic "on site" review of construction projects to ensure quality conforms to specifications and construction schedules are maintained.
- Negotiates the terms and value of additional service agreements for design professionals and change orders for contractors.
- Provides guidance/direction to personnel in other county departments and outside consultants regarding project development and construction issues.
- Coordinates development projects with municipalities and regulatory agencies for compliance with standards, regulations and conditions of development, including all required Federal, State and Local.
- Monitors the project permitting process including federal, state and local regulatory requirements.
- Performs constructability and value analysis reviews.
- Recommends approval of pay applications.
- Reviews and negotiates change orders and consultant services authorizations and recommends approval.
- Assists in the establishment of new design standards and/or modification of existing design standards to reflect lessons learned from completed projects.
- Promotes knowledge and awareness of how asset management activities are aligned with and achieve the organization's strategic plan.
- Attends Board of County Commission meetings when required.
- Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge:

- Knowledge of the principles and practices associated with building design and construction projects.

- Knowledge of the principles of project management.
- Knowledge of modern developments and trends in the field of building construction.
- Knowledge of scheduling programs and theories and ability to estimate and review schedule impact.
- Knowledge of the possible defects and flaws in building construction and building system installation, construction and operation.
- Knowledge of the principles of architecture, engineering and/or general contracting.
- Knowledge of computer software applications including word processing, spreadsheet and project management/scheduling.

Abilities:

- Ability to utilize advanced computer software packages for project management including Bluebeam Revue, CAD or Adobe design software.
- Ability to read, interpret and evaluate structural, electrical, plumbing and mechanical details of building construction plans to assure compliance with code requirements and recognize deviations from such plans.
- Ability to establish and maintain effective working relationships with consultants, developers, contractors, regulatory agencies, users and the public.
- Ability to translate user functional requirements into technical specifications.
- Ability to interpret, research and apply regulatory material such as building code requirements.
- Ability to communicate effectively both orally and in writing.
- Ability to handle multiple concurrent tasks and responsibilities.

Skills:

- Communicate effectively, orally and in writing, including public presentations, department correspondence and other required documents.
- Establish and maintain effective working relationships with employees, elected officials, other agencies and the general public.
- Intermediate – Advanced computer skills, including MS Office Word, PowerPoint, Excel, AutoCAD, CMMS, and Project Management Software.

ESSENTIAL PHYSICAL SKILLS:

- Good vision and hearing with or without correction.
- Frequent walking and standing required.
- Ability to sit for long periods of time.
- Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK HAZARDS: Possible visual and physical dysfunction due to computer work. Working in areas while construction is occurring. Working in detention/corrections settings and around animals.

SAFETY EQUIPMENT USED OR NEEDED: Eye and ear protection, safety shoes, safety vest, hardhat and other PPE as required. Use of auto safety belt.

QUALIFICATIONS:

EDUCATION:

Graduate from an accredited college or university with a bachelor’s degree with major course work in Engineering, Architecture, Building Construction. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: At least five (5) years of experience in project supervision related to utility systems, including progressively responsible experience in utility facilities construction, repair, maintenance, and

management; three (3) years' experience supervising the work of others. A comparable amount of training, preferred licensure, or experience may be substituted for the minimum qualifications.

LICENSE CERTIFICATION OR REGISTRATION:

Florida Contractors License, Professional Engineer or Architectural License preferred.

PCEA Professional Cost Estimator or CCEA Certified Cost Estimator preferred.

Project Management Professional (PMP) preferred

Crime Prevention Through Environmental Design (CPTED) certification preferred

Valid Florida driver's license and good driving record is required.

Union	Non-Union x	Exempt x	Non-Exempt
-------	-------------	----------	------------

Driving Position – Operating County vehicles and/or equipment is a primary function of this position.

PRE-EMPLOYMENT SCREENING: This position requires a physical, drug testing, driver's license verification and level 1 background screening. CJIS Clearance for working in Sheriff spaces.