



Broward County
Construction Project Manager (Construction Management Division)

SALARY	\$84,797.87 - \$135,337.58 Annually	LOCATION	Fort Lauderdale, FL
JOB TYPE	Full-Time	JOB NUMBER	1411556
DEPARTMENT	PW Constr Mgmt Cap Proj Mgmt	OPENING DATE	12/05/2023
VETERANS' PREFERENCE NOTICE	Under Section 295.07, Florida Statutes, certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements, in employment with Broward County and are encouraged to apply for the positions being filled.		

REQUIREMENTS AND PREFERENCES

The Broward County Board of County Commissioners is seeking qualified candidates for Construction Project Manager -Construction Management Division.

****Broward County is not accepting attachments for this recruitment, including resumes or similar supporting documentation. Please ensure you complete the application in its entirety and include all information you want considered****

NOTE: Announcement will remain open until a sufficient number of applications are received.



The Construction Project Manager position involves professional and administrative work in the management of new and renovated vertical construction projects of various scales and complexities for the Broward County Construction Management Division.

The ideal candidate will have experience managing vertical construction projects with an aptitude for and an ability to manage a variety of challenging projects. The candidate will possess experience in preparation of scope, budget, schedule, documents for the selection of consultants, negotiating agreements, management of projects through all phases of development including planning, programming, design, bid documentation, procurement, construction administration, and warranty administration as well as the oversight of design consultants, contractors, and stakeholders.

The top candidate will have experience in the latest construction methods and technology including Building Information Modeling (BIM), document control programs, and scheduling programs. The ideal candidate will also be a LEED accredited professional or possess a WELL Building Standard accredited professional designation and experience along with an enthusiasm and passion for resiliency and sustainability.

General Description

Performs advanced professional and administrative work in the design and management of construction projects for the County.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Minimum Education and Experience Requirements

Requires an Associate's degree from an accredited college or university with major coursework in architecture, civil engineering, construction management or closely related field.

Requires four (8) years of professional engineering and/or construction management experience relevant to the area of assignment or closely related experience.

Special Certifications and Licenses

None.

Preferences

Bachelor's or higher degree in Architecture, Engineering, Construction Management, Urban Design, Master Planning, or closely related field

Current State of Florida registration as a Registered Architect or Professional Engineer

Project Management Professional (PMP) Certification

Certified Master Planner, LEED GA , LEED Accreditation and/or Well Building Accredited Professional

Crime Prevention Through Environmental Design (CPTED) certification and/or Emergency Management certification

Four (4) years of experience in accounting principles relative to project budgeting and project cost controls

Four (4) or more years of experience in public sector construction project management

Four (4) or more years of experience with Building Information Modeling (BIM) and Virtual Design and Construction

methodologies

Four (4) years of experience in government contract procurement

Four (4) years of experience managing all phases of multiple vertical, mid-scale construction projects concurrently.

DUTIES AND RESPONSIBILITIES

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the job as necessary.

Develops and prepares engineering plans and designs for a variety of construction projects; estimates quantities and costs of such projects.

Assists consultants in the development of construction projects; issues work orders to consultants, surveyors and testing labs; reviews consultants' plans and specifications at various stages of development for conformance to design standards, completeness and accuracy; monitors consultants' cost estimates and verifies consultant's invoices and recommends payment.

Coordinates bid advertisements; schedules and assists in conducting pre-bid conferences; assists in evaluating bids and making recommendations for award of contract.

Schedules and assists in conducting pre-bid construction meetings with consultants, contractors and subcontractors; issues Notice to Proceed to contractors; reviews field inspection reports.

Assists in the preparation of schedules and monitors construction progress; assists in the preparation of change orders; maintains records of consultant's payments.

Assists in the inspection of projects for substantial completion and prepares punch list of any deficiencies; arranges for correction of defects by contractor during warranty period and conducts inspection at end of warranty period to ensure correction of defects.

Prepares required paperwork for capitalizing and closing the project; performs special investigations, sites analyses and feasibility studies as required and submits technical and management reports.

Meets with consultants, contractors, utility organizations, city, state, federal agencies, civic associations, business and community leaders, property owners and attorneys; assists with the preparation of the budget for capital expenditures.

Makes recommendations regarding hiring, discipline and promotions of subordinates; authorizes leave; evaluates employee performance.

Performs related work as assigned.

WORK ENVIRONMENT

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office equipment or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic; moving machinery.

SPECIAL INFORMATION

County Core Competencies

All Broward County employees strive to demonstrate the County's four core behavioral competencies.

- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.

- **Customer focus:** Building strong customer relationships and delivering customer-centric solutions.
- **Instills trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Values differences:** Recognizing the value that different perspectives and cultures bring to an organization.

Americans with Disabilities Act (ADA) Compliance

Broward County is an Equal Opportunity Employer committed to inclusion. Broward County is committed to providing equal opportunity and reasonable accommodations to qualified persons with disabilities. We support the hiring of people with disabilities; therefore, if you require assistance due to a disability, please contact the Professional Standards Section in advance at 954-357-6500 or email Profstandards@broward.org to make an accommodation request.

Emergency Management Responsibilities

Note: During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

County-wide Employee Responsibilities

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Agency

Broward County

Address

115 S. Andrews Ave.

Fort Lauderdale, Florida, 33301-4800

Phone

(954) 831-4000

Website

<http://www.broward.org/careers>

Construction Project Manager (Construction Management Division) Supplemental Questionnaire

***QUESTION 1**

In order to be considered, applicants must provide accurate and complete education and work history information in its entirety. The referenced information listed on the online application will be used to determine the applicant's qualifications toward meeting the minimum requirements for the position (e.g., if you list that you have 6 years of experience in a certain field, that experience must be easily identifiable on the 'Work Experience' section of your application). Please note: Broward County is no longer accepting attachments to job applications, including resumes or similar supporting documentation. Please ensure you complete the application in its entirety and include all information you want considered? If the experience you reference in the below questions is not clearly included and described in your Work History section, your application will be considered not qualified for this position and you may be removed from consideration. Do you understand, in order to be considered for this position, accurate and complete education and work history information must be provided?

Yes

No

***QUESTION 2**

Do you possess an Associate's or higher degree from an accredited college or university with major coursework in architecture, civil engineering, construction management or closely related field AND eight (8) years of professional architectural, engineering and/or construction management experience in vertical construction, design or related project management or closely related experience?

- Yes
 No

***QUESTION 3**

Which of the following additional degrees and certifications do you possess? Please select all that apply or select N/A if none.

- Bachelor's degree in Architecture, Engineering, Construction Management, or closely related field.
 Master's degree in Architecture, Engineering, Construction Management, or closely related field.
 Architect, Engineer or General Contractor License
 Project Management Professional (PMP)
 Certified Construction Manager (CCM)
 LEED Green Associate Accredited Professional
 N/A

***QUESTION 4**

Please describe your professional project management experience including the number of years in architecture, engineering, and/or construction management for vertical construction projects.

***QUESTION 5**

Please describe your experience in preparing project budgets, project schedules, and scopes of work. Include the number of years of experience and the software that you've used. If none, please indicate.

***QUESTION 6**

Please describe your experience reviewing and negotiating change orders, contractor's claims, and delays to the approved construction schedule. Include the number of years.

***QUESTION 7**

Please describe your experience negotiating design agreements, construction agreements including amendments, addenda, and change orders. Have you previously used AIA, ConsensusDocs or Owner-based contracts? Please explain.

***QUESTION 8**

Please describe your experience in managing construction delivery methods (i.e.: Design-Bid-Build, CM@Risk, Design Build, P3, etc). Include the number of years.

***QUESTION 9**

Please describe your experience managing all phases (planning/programming, design, construction, closeout) of vertical construction projects. Include the number of years of experience and provide examples of building types, both public and private. If none, please indicate.

***QUESTION 10**

Are you aware that during emergency conditions, all County employees are automatically considered emergency service workers, and that County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned?

Yes

No

* Required Question