

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION**

Job Title	Project Manager	Pay Grade	219	Class Code	O197
Department	Public Works	Salary Range	\$46,737.60 - \$75,712.00		Annually
Division	Engineering	FLSA	Exempt		
Reports to	Senior Project Manager	Revision	September 2018		
Bargaining Unit	Teamsters Local 79				

GENERAL DESCRIPTION:

Highly responsible technical work involving the investigation, design, review, inspection, and coordination of a wide variety of complex engineering and facility related projects. Duties include project management, design, inspection and surveying. The position requires technical expertise, strong analytical, computer, and communication skills, the ability to work independently, and the ability to simultaneously complete multiple projects.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Project Management

- Serves as the primary project manager and County representative for technical/engineering projects. Assigned projects typically are broad in scope involving multiple technical disciplines and a moderate degree of complexity.
- Responsible for successful completion of assigned projects on time and within budget. Workload requires multi-tasking (i.e. the ability to work on multiple projects simultaneously and bring all to a successful conclusion).
- Coordinates collected data, monitors, and reviews construction documents (i.e. plans and specifications) prepared by professional engineering/architectural firms, in-house technical staff and incorporates these documents into the project design.
- Conducts meetings with clients/customers to determine initial project objectives and requirements. Keeps clients/customers well advised of project status.
- Conducts meetings with the public, County staff members, and the Board of County Commissioners regarding all aspects of assigned projects.
- Insures that completed projects are functional, economical, maintainable, and aesthetically pleasing.
- Performs field investigations of assigned project sites to collect data, verify existing/actual conditions, and insure conformance with plans/specifications.
- Coordinate / assist between utility companies and contractor during construction.
- Review pay requests, invoices, and change orders.

Inspection

- Performs inspection of construction activities and project sites to insure compliance with plans and specifications.
- Provides oversight to project field inspection personnel. Collects supporting data from inspector for review of quantities, plan conflicts, etc.
- Insures that construction activities comply with applicable laws, regulations, and policies.
- Provides assistance through construction and utility conflicts.

Design

- Possesses and demonstrates knowledge of construction principles, engineering principles, and construction management.
- Prepares plans and specifications for project accomplishment via construction and/or service contracts.
- Prepares designs for projects within one's technical competence. Obtains design services for areas outside of one's technical competence and integrates those designs into the overall project.
- Possesses and demonstrates proficiency in Computer Aided Design (CAD) software to produce drawings, sketches, maps, charts and graphics.
- Possesses and demonstrates proficiency in Drainage Design Software.
- Prepares cost estimates.
- Prepares progress schedules and project summaries on a regular basis.
- Provides technical assistance in response to inquiries from the Board of County Commissioners, County staff members, contractors, utilities and the public.

Surveying Services

- Possesses and demonstrates a basic knowledge of surveying principles and practices.
- Obtains topographic data, right of way and easement information necessary for design of assigned projects.
- Regular attendance.

MARGINAL / SECONDARY JOB FUNCTIONS

- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties assigned by immediate supervisor.

JOB STANDARDS:

Education

Associate's Degree from an accredited college or university with major course work in engineering, architecture or closely related field.

A combination of education, training and experience may be substituted as the County's discretion.

Experience	Three (3) years of experience in project management, technical design or construction management.
Skills	Project management, design, inspection and surveying of a wide variety of complex engineering and facility related projects.
Licenses, Certifications or Registrations	<p>Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.</p> <p>Must possess or be able to obtain within six (6) months of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, IS300, IS700, and IS800.</p>

EQUIPMENT USED

Automobile, personal computer with AutoCad and various other office equipment.

CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS

- Knowledge of the principles and practices of engineering, project management, construction management, surveying, engineering drafting, computer-aided design, civil aided design, and land mapping.
- Ability to read and interpret complex engineering drawings, plans, specifications, survey documents, change orders and solving construction conflicts.
- Ability to perform field inspections to collect data and to assess existing conditions and to prepare reports regarding same.
- Ability to communicate both orally and in writing. Ability to prepare clear, concise, and logical written reports, correspondence, and specifications. Ability to speak and present ideas and points in a clear and positive manner in a variety of forums.
- Proficiency in operating a personal computer with Microsoft and AutoCAD software.
- Ability to perform mathematical computations, to perform quantity takeoffs for cost and scope estimation purposes.
- Ability to anticipate and resolve problems, questions, and issues in their incipient stage.
- Knowledge and ability to obtain local, state and federal permits.
- Ability to compile spec books, bid sheets, and cost estimates for complex engineering and facility related projects.
- Knowledge and ability to review and approve pay requisitions for complex engineering and facility projects.
- Knowledge of testing requirements for roadway, drainage and facility projects.
- Knowledge of the current Procurement System requirements and procedures.
- Knowledge of insurance requirements for vendors.
- Knowledge of the current ADA Design Standards.
- Knowledge of the current FDOT Design Standards.

ESSENTIAL PHYSICAL SKILLS

Must operate a personal computer. Must operate a motor vehicle.

ENVIRONMENTAL CONDITIONS

Office environment, some outdoor when visiting projects.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE

DATE

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