

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Public Works Senior Project Manager  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs senior-level and experienced professional work in the Public Works department. Responsible for the management of capital projects and outlays. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises subordinate staff engaged in the coordination and planning of capital construction projects
- Authorizes and monitors the work of architectural and engineering consultants during the development of construction plans and as necessary during the construction phase of projects
- Supervises and coordinates the activities of Contractors engaged in a wide variety of new construction and renovation projects
- Identifies potential grant opportunities, prepares and submits grant applications, administers grant funds, and manages grant funded projects to completion and final closeout.
- Coordinates and prepares cost estimates, specifications, and scope of services for the department's capital projects
- Prepares the Public Works annual Capital Improvement Program (CIP) budget
- Prepares a wide variety of written documents to include reports, project updates, cost analysis, correspondence, and City Commission agenda items.
- Organizes and responds to public records requests, Notices to Owner, and Notices of Non-Performance
- Organizes and conducts community outreach to ensure community awareness of projects, allow for community input, and to address community concerns
- Reviews shop drawings and change order requests to verify need and price
- Verifies and approves pay application requests from contractors and consultants, and ensures receipt of final Releases of Liens

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- Assists with all aspects of the City's bid process to include providing necessary documentation, attending meetings, reviewing proposals and recommending contractor awards
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in construction management, engineering, public administration or related discipline (Master's degree preferred); supplemented by five (5) or more years' experience in construction related project management; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver's license, LEED Green Associate certification, and Occupational Health and Safety Administration (OSHA) safety certification. Project Management Professional (PMP) certification is desirable.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the methods and practices of construction management
- Knowledge of construction law, regulations, and codes
- Skill in Microsoft Office products (Word, Outlook, and Excel) and government financial programs
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

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**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date