

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Senior Project Manager
DEPARTMENT: Utilities & Engineering
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs senior-level and experienced professional work in the planning, designing, managing, organizing, and coordinating City's Capital Improvement Program. Work is performed under general direction with latitude for the use of initiative and independent judgment based on professional education and previous experience. Position relies on advanced level experience and exercises independent judgment to determine the 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.

- Manages multiple Capital Improvement Projects at all stages from planning through implementation which includes budgeting, consultant selection, design, permitting, bidding, selection of contractors, coordination with regulatory agencies, construction management, contract administration, inspection, project closeout and warranty administration
- Manages, directs, and interprets contract provisions, and makes recommendations
- Directs and participates in studies, projects, and analyses related to technical and administrative aspects of various types of projects
- Prepares and reviews budgets, monitors expenditures, and analyzes revenues for City's capital programs
- Recommends selection of consultants and monitors their services; coordinates planning, design and permitting with various City departments and other external agencies
- Coordinates bid preparation and bid advertisements
- Develops and reviews specifications; evaluates bids, holds pre-bid and pre-construction meetings; and prepares agenda items for award of contracts
- Interacts and communicates with various groups and individuals such as directors, managers, supervisors, contractors, consultants, attorneys, outside agencies, and community groups concerning services and issues directly related to or indirectly affecting Capital Improvement Projects
- Verifies contractors' and consultants' pay applications/requests for consistency and accuracy with work completed and contracted; recommends for approval or changes

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- Monitors construction projects and keeps other departments and/or divisions informed
- Identifies problems or factors inhibiting progress, collects and analyzes data and makes specific recommendations for resolution
- Reviews shop drawings, and change orders as to price, need and completion, and recommends approval or rejection
- Prepares a variety of written documents, including but not limited to regular and special reports, cost analysis and budget impact studies, grant applications, purchase requisitions, permit applications, correspondence, etc.
- Updates project schedules and maintains project files
- Investigates and responds to complaints by citizens pertaining to damage, inconvenience or nuisance created by construction work and participates in community meetings
- Assigns work and establishes work schedules; directs and supervises duties of assigned personnel, reviews job performance, evaluates training needs and makes recommendations as appropriate
- Makes presentations as required
- Operates a variety of office machinery in performance of the job, including computer and printer, calculator, copier, telephone, camcorder, two-way radio, etc.
- Responds to emergencies and takes corrective action where appropriate
- Coordinates and expedites the review and approval of plans and specifications with other City departments
- Performs other related duties as assigned and/or required
- Punctuality and regular attendance are essential functions of this position

MINIMUM QUALIFICATIONS:

Bachelor's degree in engineering, business, construction management, public administration, or related field; supplemented by five (5) or more years' of progressively responsible experience in construction management; equivalent combination of education, certification, training, and/or experience may be considered.

Certification in project management (CPM) required. Proficiency in a project management software and Microsoft Excel is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard engineering terms and concepts
- Knowledge of the State of Florida codes, rules, and regulations
- Skill in providing good customer service
- Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook) and design and project management software
- Ability to plan, coordinate, and inspect the work of subordinates and outside contractors
- Ability to express ideas and communicate clearly and concisely in English, both orally and in writing

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- Ability to read and interpret contracts, specifications, site plans, blueprints, and shop drawings
- Ability to perform engineering calculations
- Ability to make decisions in accordance with City/department policies
- Ability to read, interpret and explain ordinances, codes, agreements, and related documents
- Ability to quickly and independently learn new software
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- 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 standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed 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.

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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.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date