

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior-level and experienced work in managing multiple complex capital improvement projects (civil, structural, and information technology) simultaneously in various development and construction phases (start to close-out/completion) for the Utilities and Engineering department. Provides information, input, assistance, and recommendations to other departments as requested/directed. Work is performed under direction with considerable latitude. 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.

- Administers bid packages and contract documents, front end contracts, specifications, special conditions, and drawings
- Corresponds and interacts with other departments, and with local, county, state, and other government organizations
- Ensures regulatory compliance
- Evaluates and/or recommends engineering consultants for projects; prepares, coordinates, expedites, and recommends contract documents
- Manages various construction and engineering projects simultaneously; monitors, coordinates, inspects, provides permit assistance, evaluates, expedites, recommends and/or authorizes change orders, expedites and/or approves payments, reviews and expedites shop drawings, plans, and technical specifications, and investigates complaints, and provides or recommends solutions to issues
- Manages engineering consultants engaged in planning, design, and construction
- May be responsible for supervision of staff
- Prepares, studies, and provides in-depth input and recommendations on consultants for engineering and /or architectural services and for future projects
- Prepares various written documents including, but not limited to, the following: resolutions ordinances and agenda items for Commission action, cost analysis and financial impact studies, purchase requisitions, and project reports

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- Prepares, coordinates, presents, and recommends budget capital programs
- Provides cost estimates and budgetary considerations
- Provides project updates to the Director of Utilities and Engineering and/or his designees and other departments
- Participates in department master plans
- Responds to citizens complains and/or directs to appropriate personnel
- Assists in the preparation and management of grant applications and the department's annual budget
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in building construction, public administration, business administration, civil engineering, architecture, or a closely-related field, supplemented by a minimum of five (5) years of experience in project management or infrastructure-related capital projects; equivalent combination of education, certification, training, and/or experience may be considered. Project Manager Certification (PMP) is preferred.

Must have a valid Florida driver license Class E. Must have Operation and Maintenance of Wastewater Collection System I and Water Distribution System Operation and Maintenance certifications, or ability to obtain these certifications within one (1) year of employment. Registered Professional Engineer (PE) in the State of Florida preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of regulatory agencies
- Advanced knowledge of the principles and practices of project management, associated organizational management systems, engineering, and business
- Advanced knowledge of Microsoft Office products (Word, Excel, and Outlook) and design software
- Skill in providing good customer service
- 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 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

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- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to function independently under minimal supervision

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 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.

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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