

Senior Project Manager
FLSA: Exempt
Grade 33 \$68,298.29 - \$109,277.26



GENERAL DEFINITION

This is a highly advanced supervisory and professional project and construction management work of considerable difficulty involving a wide variety of municipal Capital Improvement Projects and public works and utilities operations projects, including the supervision of a major workgroup.

An employee in this class is responsible for tasks of considerable difficulty involving monitoring the work of architectural and engineering consultants, contractors and inspection personnel engaged in the construction, and inspection of a variety of complex City buildings, utility infrastructure involving water, sewer and stormwater, park development and improvements, median development, and other public projects. Responsibilities include the coordination of multiple projects simultaneously in various phases of development including planning, design management, construction management, contract administration, inspection and warranty administration. Incumbents exercise independent judgment in the application of the principles and practices of architectural planning and design and construction, related engineering knowledge and in the administration of assigned construction projects.

Under limited supervision, performs engineering/architectural/project management work at the full performance level performing a variety of difficult engineering assignments with emphasis placed upon the application of engineering/architectural/project management mathematics, principles, and practices.

Directly and through subordinate engineering/architectural/project management and utilities personnel and consultants, the employee plans, directs, supervises and coordinates the oversight of construction of municipal engineering projects from conceptual and budget establishment through construction and warranty. Work assignments require the application of advanced project and construction management skills and considerable use of independent judgment in developing and completing projects or in the management/review of projects being developed by engineering staff, consultants or private developers.

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Under direction, the employee performs complex assignments requiring extensive initiative and independent judgment in assuring that activities meet high standards of service and are performed with maximum effective use of resources; and that planning and activities are accomplished in accordance with appropriate technical standards and are consistent with City policy directives. Work is reviewed by the Assistant Director or Director via conferences with the employee, through the study of reports submitted, by direct observation and by the degree of achievement of established goals, objectives, timeliness of project completion and work plans.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Responsible for the management, oversight, and day-to-day operations of the Engineering Division.
- Prepares proposed and final budgets and reports for the Division for presentation to budget committees, the City Manager, and the City Commission.
- Responsibilities require knowledge of the operation of the City governmental system and its financial structure.
- Manages and monitors the schedules, assignments, and supervision of construction projects from planning/design through completion of the construction warranty period.
- Manages the development and construction review of major and complex projects. Manages and monitors the City's capital improvement projects, utility distribution projects, and utility plant expansion projects.
- Manages technical staff in the analysis and review of construction projects and prepares recommendations for consideration for senior management staff.

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- Manages and directs consulting engineering firms doing contractual work for the City.
- Consults with the Director on problems of design, construction or maintenance of municipal public facilities; prepares reports and makes recommendations relating to the conduct of project and construction activities.
- Reviews all development projects for compliance with all applicable City Codes with respect to Engineering issues; develops methods, systems, and processes for administration of various aspects of development review by Engineering & Construction Management Department; creates reports that identify status of development projects for presentation to various groups; develops all agenda items necessary for administration of Development projects; inspects and supervises inspection of construction of public and private development improvements for adherence to City Codes and regulations; coordinates and ensures appropriate permitting by outside agencies for all public and private development projects as required; develops or assists in development of standard drawings and general notes to be included in all construction projects; participates in and administers the engineering aspect of the building permit process; reviews all plats for conformity with all codes and regulations and ensures recording of all right of way and easement documents with the County.
- Investigates the feasibility and cost of proposed projects; prepares estimates of the cost and quantity of materials and equipment as well as labor costs; prepares specifications and contract documents; makes engineering calculations necessary to complete designs, specifications, cost and materials estimates, and other engineering features; determines the most practical, economic and feasible materials required to complete specific projects. Acquires permits from all applicable agencies where required.
- Inspects construction, alteration or maintenance projects for conformance to plans and specifications as part of the completion of design projects; interprets plans and specifications to the contractor; gathers data for the preparation of cost estimates; computes work progress for partial payments to contractors; confers with design engineers, consultants and contractors on design changes to resolve field problems; recommends major design changes to supervisor.

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- Reviews plans and specifications prepared by consulting architects and engineers to determine accuracy and completeness of plans, and for compliance with sound engineering practices; confers with architects and engineers in explaining and interpreting design, and contract requirements; reviews and recommends change of orders for additions to, or deletions from approved drawings and specifications.
- Develops specifications for Request for Proposal and bid documents; coordinates bid advertisements, preparation, and distribution of plans and specifications, hold pre-bid and pre-construction conferences, evaluates bids and prepares agenda items for award of contracts; recommends contract awards, negotiates contract provisions under the general guidance and direction of the Director, and coordinates, reviews and approves contractor's performance.
- Receives, reviews and/or submits various records and reports including engineering plans and specifications, technical reports, bonds, insurance documents, soils reports, utility tests, permits and applications, purchase requisitions, performance appraisals, correspondence, progress, punch-list items, etc.
- Manages several projects simultaneously in various phases of development including planning, design, building a start-up, construction management, inspection and warranty administration including recommendations for approval/disapproval of pay requests, change orders, etc.
- Attends and writes reports of meetings; maintains comprehensive project documentation; schedules and conducts meetings with consultants, contractors, and sub-contractors. Prepares a variety of correspondence to contractors, consulting engineers and architects, governmental agencies and organizations and others regarding the interpretation of specifications, policy determination, approval of materials and equipment, and workmanship standards.
- Receives, reviews, prepares and/or submits various records and reports including purchase requisitions, budget documents, activity, and technical reports, invoices, correspondence, grant applications, graphs, and charts, etc.
- Operates a variety of equipment such as calculator, computer, telephone, vehicle, computer-aided drafting and survey equipment, and two-way radio.

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- Interacts and communicates with various groups and individuals such as Public Works personnel, City department heads and employees, regulatory agencies, community groups, and the public when required.
- Answers complaints by citizens pertaining to damage, inconvenience or nuisance created by construction work and attends community meetings.
- Prepares agenda items and other written reports as required.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of the modern principles and practices of project and construction management, particularly as applied to the construction and maintenance of municipal public works projects, utility distribution projects, and utility plant projects.
- Extensive knowledge of the principles of supervision, organization and financial administration in the operation of a construction management division.
- Considerable knowledge of modern developments, current literature and sources of information regarding the design and construction of public works and utilities systems.
- Considerable knowledge of the principles of professional construction management ethics.
- Extensive knowledge of building materials, sustainable design, and green material and products.
- Extensive knowledge of scheduling software, scheduling techniques, development of project schedule specifications, reviewing scheduling submittals, evaluation of critical path and schedule logic, applying earned value to schedule, and reporting and dissemination of various scheduling reports.
- Considerable knowledge of construction industry standards and techniques for trenching, underground construction, directional drilling, pipelining, multi-story construction, safety, concrete repairs, coating, and marine construction.
- Extensive knowledge about modern project management techniques such as, cost estimating, scheduling, earned value analysis, value engineering, developing project management plan, and work breakdown structure (WBS).

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- Considerable knowledge about construction claims, dispute resolution, and negotiation of changes.
- Considerable knowledge of local, state and federal laws, regulations and codes governing municipal public works, utility system construction, and utility plant construction.
- Considerable knowledge and ability to perform constructability review and value engineering of Public Works and Utilities projects.
- Ability to perform Quality Assurance/Quality Control throughout the project phases.
- Ability to analyze project and construction data and to present findings and recommendations effectively, both orally and in writing.
- Ability to plan and forecast the distribution of resources and the workload, in order to prepare for construction of highways, bridges, water, wastewater, pipelines, pump stations, streets, public utilities, and major structural projects.
- Ability to plan, schedule, coordinate and review the work of professional, technical and clerical staff.
- Ability to negotiate complex contractual relationships with consultants and contractors.
- Ability to establish and maintain effective working relationships with City officials, other City employees, contractors, engineering consultants, private developers, engineers, architects, and the general public.
- Ability to give reliable advice on difficult project management and construction problems.
- Strong ability to inspect complex projects under construction for conformance to contract documents.
- Ability to interpret pertinent laws and regulations and enforce compliance with designs and construction schedules.
- Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials.
- Ability to conduct meetings with consultants, contractors' representatives of user agencies.
- Ability to express ideas clearly and concisely, verbally and in writing.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

1. Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture, Construction Management, Project Management, or other appropriate technical field.
2. Have at least five (5) years responsible post-graduate experience in one or more of the following areas: planning, design and construction of public works projects; planning, design and construction of utility projects; planning, design and construction of private development projects; or other closely related project or construction experience, with demonstration of increased levels of responsibility
3. Experience working on government construction projects.
4. Possess a current License as a registered Professional Engineer, Architect or as a General Contractor by the State of Florida.
5. Must possess a valid State of Florida driver's license.
6. Certification as a Project Management Professional (PMP) is preferred.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands

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described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills, and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date