

UTILITIES CONSTRUCTION MANAGER

MAJOR FUNCTION

This is a highly responsible management position overseeing the division in the Utilities Department which performs plan reviews, and inspection of developer installed utility systems, location of existing County utilities for contractors and construction management of all projects for the Utilities Department.

ESSENTIAL 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 workload.

- Supervises the construction administration of all County utility projects including pre-construction meetings, shop drawing review, inspections, processing of pay requests, assessing and resolving unforeseen conditions during construction, monitoring of schedules and budgets, overseeing equipment and materials testing, reviewing record drawings and certifications for accuracy, ensure that all work is in conformance with the contract documents and permit conditions before final acceptance.
- Supervises and assists subordinates with the inspection activities of the Utility Construction Division.
- Participates in conferences and meetings; coordinates activities with community and regulatory agencies.
- Assists in the preparation of the Utilities Department Capital Improvement Plan.
- Assists in design and writing of specifications for water and wastewater projects.
- Assists in planning and scheduling construction projects.
- Acts as liaison with the Engineering Department on all matters regarding utilities in County roads and rights-of-way.
- Responsible for reviewing and/or supervising the review of all water and wastewater plans submitted by Developers and plans prepared by Consultants for County projects for constructability and conformance with County standards.
- Assists in reviewing and updating County water and wastewater standard details and specifications.

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ESSENTIAL FUNCTIONS

- Assists in maintaining atlases of all County owned utilities.
- Maintains and enforces departmental rules and regulations in accordance with personnel rules, regulations, and policies. Performs employee evaluations.
- Resolves customer complaints on all construction projects.
- Subject to call out for emergency situations.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a moderate size staff of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating; disciplinary actions; and planning, scheduling, and coordinating work functions, conducting performance evaluations of subordinate employees.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Requires Bachelor's degree in Construction Management or related field; with five years progressive responsibility and knowledge of construction contract administration, utilities design, and utilities construction; ability to work with engineers and contractors in administering the design and construction of utility projects; ability to read blueprints, understand and interpret construction drawings and specifications, resolve field conflicts, and use a computer to enter and retrieve data; extensive knowledge of water and wastewater system construction methods, equipment and materials; extensive knowledge of construction management and administration; knowledge of FDEP and Health Department regulations as they pertain to water and wastewater systems.

Licenses

Valid Florida Driver License.

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JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods as essential tasks.

Specialized Skills and Abilities

- Ability to communicate effectively, courteously, tactfully, and professionally with members of the public.
- Ability to work with engineers and contractors in administering the design and construction of utility projects.

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Specialized Skills and Abilities

- Ability to read blueprints, understand and interpret construction drawings and specifications, resolve field conflicts, and use a computer to enter and retrieve data.
- Extensive knowledge of water and wastewater system construction methods, equipment and materials.
- Extensive knowledge of construction management and administration.
- Knowledge of Florida Department of Environmental Protection and Health Department regulations as they pertain to water and wastewater systems.
- Ability to remain calm in stressful situations.
- Ability to take a team approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be familiar with the uses of backhoes, loaders, vacuum sewer cleaning equipment. In addition, various small tools and equipment of the trade, a computer, as well as drive a vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; will regularly be required to lift up to fifty pounds; and will frequently be required to stand. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and risk of electrical shock; and will frequently be exposed to moving mechanical parts and outdoor weather conditions. The typical noise level is loud.

Established: 2/01

Pay grade: 23

Job Description Number: 3164

Category: 3

Status: E

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