

## **UTILITIES PROJECT MANAGER**

### **MAJOR FUNCTION**

This is a professional position that comprises administrative and engineering work in planning, design, inspections, construction supervision, inspecting and overall management of construction of the County's water and sewer systems. The position reports to the Assistant Utility Director.

### **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.

- Develops and oversees the design and production of construction plans and contract documents of water distribution system, sewer collection system, water facilities, and water reclamation facilities.
- Coordinates the work of engineering technicians including assigning work, monitoring quantity and quality of work produced.
- Reviews development plans and permits applications for conformance with the County's Land Development Code and good engineering practices. Review of construction, permits, shop drawings, and other related items as required. Ensures accurate records and as-builts are being kept and maintained.
- Prepares permit applications and coordinates with regulatory agencies.
- Assists Construction Manager and provides engineering support to field reps in the construction administration of County projects to include attendance at pre-construction meetings, review of shop drawings, review of any requests, and monitoring of schedules and budgets.
- Assists in the planning and budget preparation of capital projects. Ability to understand and prepare budgets for capital projects and to recognize potential cost impacts related to water and sewer construction.
- Assists the general public and division personnel with information that deals with requests for water and sewer.
- Oversees the design and development of the water distribution system, sewer collection system, water facilities, and water reclamation facilities from conception to completion. Responsible for planning, design, development of plans and specifications, bid and award process, resolving unforeseen situations that arise, and final completion of projects.
- Prepare technical reports, progress reports and maintain records. Ability to plan and organize work including a variety of on-going projects and effectively manage time.

### **SECONDARY FUNCTIONS**

- Assists in filing duties.

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- Performs other work as required and 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, volunteers and local non-profits and community agencies. Service is provided in person or by phone contact.

### **SUPERVISION**

Occasionally functions as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advise, work direction, and assistance to others on work assignments.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

#### **Education and Experience**

Bachelor Degree from a four-year college or university in Civil Engineering supplemented by at least 1 year of professional experience.

#### **Licenses**

- Valid Florida Drivers License

#### **Certifications**

- Eligibility for registration as Professional Engineer by the State of Florida

### **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 interprets common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

#### **Mathematical Skills**

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- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

### **Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

### **Specialized Skills and Abilities**

- Knowledge in Cad (Computer Aided Design) operation, ability to learn new programs.
- Basic understanding of engineering, surveying, and architectural principles and practices.
- Ability to read and interpret aerial maps, legal descriptions, and courthouse records.
- Ability to analyze data and use land survey information to produce plans and drawings. Ability to review and read shop drawings, manuals and construction plans
- Ability to plan and organize work and meet multiple deadlines.
- Ability to follow complex written and oral instructions.
- Ability to remain calm in stressful situations.
- Knowledge and understanding of how water and sewer systems function including knowledge of materials and methods used in construction and the ability to design and develop concepts into workable systems.
- Ability to establish and maintain effective working relationship with contractors, public, and staff. .
- Ability to take a teamwork 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**

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This employee will be required to operate all types of drafting equipment, a computer, Auto Cad, MS Word, Excel, Access, calculator, telephone, hand-held radio, digital camera and plotter. The employee will also be required to drive an automobile.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to walk, climb, balance, stoop, kneel, crouch or crawl, and lift up to twenty five pounds; will regularly be required to stand, sit and lift up to twenty-five pounds; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, sit, talk and hear. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the 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. The noise level for this job is moderate.

Established: 10/2005

Pay Grade: 20

Job Description Number: 2096

Category: 2

Status: N/E

Rev.: