Project Manager

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Closes On: October 27, 2019 at 11:59 PM EST

Department: Public Works
Job Status: Full-Time
Rate of Pay: $68,370.00 - $95,924.00

General Statement of Job

Under the general direction of the Public Works Director, performs professional level work related to the management of municipal and utility capital improvement projects. The employee reviews and coordinates work with operations staff and provides technical support for efficient operation of the general fund projects including Storm water, transportation, roads and parks including development of operational policies and procedures; development of bid specifications and construction management for in-house repair and rehabilitation projects; and monitoring of operations for regulatory and operating permit compliance.

Essential Functions

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs professional engineering level work in the office and field in connection with typical municipal and projects such as roads and pavements, storm drainage systems, buildings, and various other civil engineering activities.

Performs all aspects of project management for projects; develops plans, detailed project scopes, technical specifications, and cost estimates; prepares permit applications to obtain all necessary permits; prepares contract documents and bid packages.

Works with City staff to solicit projects for bid; reviews and evaluates bid proposals; checks references; makes recommendations on awarding of contracts.
Obtains price quotes from contractors, manufacturers, and suppliers.

Performs construction management for projects; issues work authorizations; reviews and approves construction schedules, products submittals, shop drawings, testing results, change order requests, and invoices; performs construction inspections; coordinates with other City staff and contractors; ensures compliance with contract documents and regulations; ensures timely deliverables; oversees project budgets.

Identifies and develops scope and budget for new projects; assists in development of Capital Improvement Program projects.

Investigates issues identified by operators, engineers, or other City staff; evaluates technical issues and researches and evaluates multiple solutions.

Coordinates with operations staff and ensures that general fund projects including Storm water, transportation, roads and parks are functioning in compliance with all federal, state, and local regulatory requirements.

Monitors new regulatory rulemaking related to storm water operations; develops recommendations/procedures for compliance.

Provides technical assistance to operations staff in gathering and analyzing field data.

Prepares operating permit applications for submittal to various agencies for storm water operations; completes and/or reviews reports for submittal to regulatory agencies and responds to regulatory requests for information; coordinates with staff to ensure all operating license requirements are met.

Develops and implements operations safety plan and coordinates monthly safety meetings with operations staff.

Ensures that legally required recordkeeping and monitoring is accomplished for assigned projects.

Responds to citizen questions or complaints regarding projects.
Performs research and develops Standard Operating Procedures (SOP's) as needed.

Performs related work as required.

Performs emergency response duties as assigned.

**Minimum Training and Experience**

Bachelor’s degree from an accredited college or university with major coursework in civil engineering or a related field is required. A Master’s degree may be substituted for one year of experience. At least four (4) years of work experience in civil engineering, particularly in the principles, standard methods and practices of municipal engineering, operation and maintenance of a storm water utility.

**Minimum Qualifications to Perform Essential Functions**

**Project Manager** -

**Physical Requirements:** Requires the ability to bend, stoop, twist, climb ladders, walk over uneven, slippery surfaces, and lift and carry objects of light to moderate weight (5 to 15 pounds). Ability to sit for extended periods of time while working with computers or at work stations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of technical materials relevant to engineering and municipality regulatory practices that range from moderate to complex levels. Requires the ability to read various discipline languages, i.e., engineering, mechanical, electrical.

**Intelligence:** Requires the ability to analyze and interpret a variety of technical information with abstract and/or concrete variables; identify problems, recognize symptoms, causes and alternative solutions; interpret professional periodicals and journals, technical procedures, and government regulations; research, compile and summarize a variety of informational and statistical data and materials; interpret complicated policies, procedures and protocols; apply mathematical concepts such as ratios, proportions, probability factors and statistical inference; and draw conclusions from financial and numerical materials.
**Verbal Aptitude:** Must communicate clearly, efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Must communicate with professional engineering terminology as needed.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; utilize algebraic principles and descriptive statistics; utilize principles of integral and differential calculus.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of colors.

**Sensory Requirements:** Must have the ability to perceive and discriminate sounds and visual cues or signals, and have a sense of smell.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Must have the ability to work with and around chemicals; ability to work outdoors in all weather conditions; and ability and willingness to enter and work in confined spaces on an emergency basis.

**Knowledge, Skills and Abilities**

Knowledge of the principles, practices, methods, materials and equipment used in construction; operation, maintenance, and repair of general fund projects including Storm water, transportation, roads and parks.

Knowledge of the principles and practices of civil engineering as applied to municipal engineering of general fund projects including Storm water, transportation, roads and parks.
Knowledge of Federal and State regulations, including knowledge of environmental rules and regulations, permits, etc. and the requirements and procedures for securing grants.

Knowledge of basic principles and practices of cost estimating, budgets, and accounting.

Knowledge of drafting and surveying principles.

Skilled in a high level of verbal and written communication for presentations, training, negotiations, and guidance for a wide variety of audiences.

Skilled in word processing, database, spreadsheet, presentation, and selected job specific software applications.

Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.

Ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies, contractors, and the general public.

Ability to prepare Requests for Proposals and bid specifications, and evaluate proposals.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to make independent decisions quickly under emergency or stressful conditions and work independently.

Disclaimer
The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate 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 described are representative of those that must be met by an employee to successfully perform the essential functions of this job.