

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

MUNICIPAL SERVICES PROJECTS SUPERVISOR

Department: MSTU
Pay Grade: 110
FLSA Status: Exempt
Job Class: 2045
Risk Code: 9410

JOB SUMMARY

Responsible for supporting the operations of Marion County MSTU/Assessments Department, which includes project management, investigations, problem-solving, and making recommendations on a variety of department projects and operational and administrative functions. This is technical work supporting the operations of an assigned department of Marion County. Work is involving project management, investigations, problem solving, and making recommendations on a variety of department projects and operational and administrative functions. Employees perform essential functions as outlined herein according to functional area of assignment.

ESSENTIAL JOB FUNCTIONS

- Assists in the coordination of preliminary and final design on assigned construction and capital projects.
- Assists in the preparation and administration of associated project documents, e.g., contracts, permitting, leases, bid specifications, addendums, and change orders.
- May conduct pre-bid and pre-construction conferences as directed.
- Provides project oversight and coordination on-site for assigned projects.
- Ensures adherence to all contractual agreements, project specifications, rules and applicable regulatory standards and guidelines.
- Assists with change order requests to the Board of County Commissioners.
- Serves as department/project liaison and attends meetings and conducts problem solving with various entities, e.g., contractors, consulting engineers, and the public.
- Plans and supervises the work assignments of MSTU project coordinators. Maintains accurate records and schedules of all on-going and proposed MSTU, MSBU, and road assessment projects.
- Ensures County Procurement processes are followed on each project.
- Coordinates and assists in the preparation of contract documents, permitting, agreements, budgets, financial planning tools, and related documentation.

- Assists, participates, and coordinates public meetings, contractor meetings, consultant meetings, and other meetings related to functional area and projects under charge.
- Receives and evaluates complaints. Coordinates the correction of such problems when within assigned area or forwards to appropriate staff.
- Conducts field reviews of completed projects to ensure adherence to established standards, plans, specifications, and related requirements.
- Prepares regular status reports, progress reports, and maintains relevant records.
- Assists in the progress inspections of on-site work performed by outside contractors.
- Provides project oversight and coordination on-site for projects, ensuring adherence to all contractual agreements, project specifications, rules, and related regulatory standards and guidelines.
- Assists in the preparation of capital project plans, cost analyses, project budgets, and recommendations regarding bid/contract/project documentation.
- Maintains responsibility for purchasing materials, equipment, and supplies to provide projects staff with proper supply levels of necessary inventory.
- Provides 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 or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a relatively small number of employees with no indirect supervision. Includes assigning, directing, evaluation and reviewing work of subordinate employees. Provide guidance, advice, and assistance to others on work assignments. Provides work direction. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations. Position will have managerial oversight for assigned projects.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Business Administration, Construction Management or related field; four (4) years related experience as project liaison or project coordinator for construction, capital projects, or infrastructure development as applicable to assigned functional area; greater years of experience in the industry may substitute for a portion of the required education; or equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, project specifications, blueprints, diagrams, 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 respond effectively to the highly sensitive inquiries or complaints.
- Ability to work with mathematical concepts such as inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- 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.
- Ability to develop plans and specifications programs continually.
- Ability to function independently as an expert in matters of specialized rules, policy design standards, analyses, or complex technical systems.
- Knowledge of road construction, resurfacing, and reclamation projects.
- Skills in organization and task prioritization.
- Ability to supervise construction of engineering projects.
- Ability to analyze and prioritize data.
- Ability to meet multiple deadlines.
- Ability to deal courteously and effectively with the public.
- Ability to remain calm in stressful situations.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with subordinates and members of the general public.
- 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.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and will regularly be required to sit, talk, or hear.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration; and will be regularly exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*