

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, 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.

UTILITIES CONSTRUCTION OFFICER

Department: Utilities
Pay Grade: 111
FLSA Status: Exempt
Job Class: 3100
Risk Code: 8810

JOB SUMMARY

Responsible for overseeing and managing construction projects in the service area that connect to and/or will be owned/maintained by Marion County Utilities and ensuring compliance with the Land Development Code (LDC) and standard construction practices and materials.

ESSENTIAL JOB FUNCTIONS

- Reviews plans and specifications with consulting engineering firms and Utility staff.
- Conducts pre-bid and pre-construction conferences.
- Conducts meetings with contractors, consultants, and in-house staff for review, analysis, and management purposes.
- Participates in the preparation, review, and approval of bid specifications, addendums, and change orders. Ensures compliance with all change orders as directed.
- Provides project oversight and coordination on-site for approved projects and ensures adherence to contractual agreements and all project specifications.
- Prepares capital project cost analyses, project budgets, and recommendations regarding bid, contract, and project documentation.
- Monitors construction materials and budget to avoid cost overruns.
- Performs Construction Manager duties in their absence.
- Conducts and supervises testing on utilities.
- Conducts both initial and final walk-through inspections of projects and both initial and final start-up of lift stations.
- Conducts meetings and handles problems involving utility projects with contractors, consulting engineers, and the public.
- 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 direct and indirect supervision over an employee workforce assigned to the construction division. This includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training, evaluating job performance, recommending selection of new staff members, promotions, status changes, discipline, planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's degree and five (5) years' progressively responsible experience in construction, construction administration, construction inspection, and/or operations of utility systems; or an 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.

- Collection and/or Distribution system Operator license within one (1) year of appointment.
- Intermediate Maintenance of Traffic (IMOT) certification within one (1) year of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- 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 deal with problems involving several concrete variables in standardized situations.
- Ability to interpret a variety of detailed complex and technical data and instructions furnished in written, oral, diagram, or schedule form.
- Ability to analyze existing field condition and determine how such may impact construction and recommend field changes/alternatives.
- Knowledge of water and wastewater system construction methods, equipment, and materials.
- Ability to work with engineers, contractors, and representatives of other utilities in administering the construction contracts 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.
- Ability to remain calm in stressful situations.
- 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 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; and will frequently be required to talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to excavations, construction equipment and vibration; and will frequently be exposed to moving mechanical parts, fumes or airborne particles, and 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.