

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 MANAGER

Department: Utilities
Pay Grade: 114
FLSA Status: Exempt
Job Class: 3164
Risk Code: 7520

JOB SUMMARY

Responsible for overseeing the Construction Management Division within the Utilities Department that performs construction related activities to include plan review, inspection, contract administration, and other related tasks associated with utilities installed in the County's service area.

ESSENTIAL JOB FUNCTIONS

- Supervises the construction administration of all County utility projects.
- Oversees and schedules pre-construction meetings.
- Participates in and supervises shop drawing review, inspections, and the processing of pay requests.
- Assesses and resolves unforeseen conditions during construction.
- Monitors Capital Improvement Projects related funding accounts.
- Oversees equipment and materials testing.
- Reviews record drawings and certifications for accuracy.
- Ensure all work is performed 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 meeting and 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.

- Assists in reviewing and updating County water and wastewater standard details and specifications.
- 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 in Construction Management or related engineering field; 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 medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly 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.