

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.

TRANSPORTATION CONSTRUCTION MANAGER

Department: Office of the County Engineer
Pay Grade: 114
FLSA Status: Exempt
Job Class: 3250
Risk Code: 8810

JOB SUMMARY

Responsible for overseeing the construction management and administration of transportation projects for the Office of the County Engineer.

ESSENTIAL JOB FUNCTIONS

- Supervises the construction administration of County transportation projects including pre-construction meetings, shop drawing review, inspections, processing of pay requests, assessing and resolving unforeseen conditions during construction, monitoring of schedules and budgets, overseeing equipment and materials testing, and reviewing record drawings and certifications for accuracy. Ensures that all work is in conformance with the contract documents and permit conditions before final acceptance.
- Supervises and assists subordinates with the inspection activities of transportation construction projects.
- Participates in conferences and meetings and coordinates activities with community and regulatory agencies.
- Assists in the preparation of the Department's Five-Year Transportation Improvement Program (TIP).
- Assists in design, writing, and/or reviewing of standard details and specifications for transportation projects.
- Assists in planning and scheduling construction projects.
- Serves as liaison with other County departments on matters regarding County transportation projects.
- Oversees the reviewing and/or supervising the review of all plans prepared by Consultants for County transportation projects for constructability and conformance with County standards.
- Serves as liaison to FDOT District 5 assigned personnel on construction matters to ensure compliance on various grant projects where work entails inspections, testing, meeting federal, state, and local construction requirements as required in bid documents, and monthly closeout audits.

- Works with outside agencies in the management of and compliance with environmental project requirements.
- Maintains and enforces departmental rules and regulations in accordance with personnel rules, regulations, and policies. Performs employee evaluations of assigned personnel.
- Resolves customer complaints on transportation construction projects.
- Reviews pay requisitions submitted by contractors.
- Investigates and provides recommendations on contractor claims, change orders, etc.
- Works with engineers in the resolution of issues as they may be encountered.
- 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 moderate size staff of construction inspection employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating; disciplinary actions; and planning, scheduling, and coordinating work functions, conducting performance evaluations of subordinate employees.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Construction Management or related field or equivalent; and three (3) years' progressively responsible experience in road design and construction; 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.
- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within three (3) months of appointment; and FEMA NIMS IS-300 and IS-400 Certifications within twelve (12) months of appointment.
- Engineer Intern (EI) certification preferred.
- Temporary Traffic Control (TTC) – Intermediate Level minimum.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- 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 apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to manual work processes to determine most effective methods as essential tasks.
- Extensive knowledge of road construction methods, equipment, and materials.
- Extensive knowledge of construction management and administration.
- Knowledge and keeping updated with the Florida Department of Transportation (FDOT) regulations, standards, and program requirements as they pertain to transportation design and construction as well as meeting the provisions of various types of grant funding.
- Ability to communicate effectively, courteously, tactfully, and professionally with members of the public.
- Ability to work with engineers and contractors in administering the design and construction 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 team 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 stand.

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 fumes or airborne particles and risk of electrical shock; and will frequently be exposed to moving mechanical parts 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.