

# 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.*

### ENGINEERING PROJECT MANAGER

**Department:** Office of the County Engineer  
**Pay Grade:** 111  
**FLSA Status:** Non-Exempt  
**Job Class:** 2023  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for performing technical duties related to engineering functions required by Marion County involving those areas of assigned responsibility. Such areas may include, but are not necessarily limited to, design and construction inspection of drainage, stormwater, flood control, utilities, traffic, transportation, and roads projects.

#### ESSENTIAL JOB FUNCTIONS

- Performs field review and inspection of assigned projects and improvement plans submitted to the County for approval.
- Coordinates and assists in the preparation of contract documents, permitting, agreements, and related documentation.
- If assigned to Utilities: coordinates utilities staff development review plan and development review committee meetings and maintains records and fees related to plan and waiver review. Maintains up-to-date utility development status; and guides applicants through the utility development review process.
- Assists, participates, and coordinates public meetings, contractor meeting, consultant meetings, and other meetings related to functional area and projects under charge.
- Supervises the construction of assigned projects and assists engineering staff in the overall design and planning of County engineering projects.
- Receives and evaluates citizen and business complaints. Coordinates the correction of such problems when within assigned area or forwards to appropriate staff.
- Conducts field reviews of complaints and inquiries to analyze areas in question and provides information related to necessary corrective measures.
- Conducts field reviews of completed projects to ensure adherence to established standards, plans, specifications, and related requirements.
- Prepares regular status reports on progress of projects. Maintains documentation related to other aspects of the work, such as citizen and business inquiries and complaints.

- Conducts research and investigation related to assigned projects and functional area of responsibility. Documents findings and forwards reports/recommendations to proper staff.
- 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 has supervisory responsibilities but is required to manage construction projects and/or design projects performed by in-house staff or consultant.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree in related field or equivalent; and two (2) years' experience in engineering or construction management; 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.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret common scientific and technical journals, 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 effectively present information to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization 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 assist in development of policy, programs, plans, or procedures.
- Knowledge of urban and rural engineering standards and specifications for design and construction.

- Knowledge of permitting requirements of other regulatory agencies.
- Knowledge of overall planning for county-wide engineering requirements.
- Knowledge of Marion County codes and regulations.
- Skills in organization and task prioritization.
- Ability to analyze and prioritize data.
- Ability to supervise and/or manage construction of engineering projects, systems, and related facilities.
- Ability to conduct inspection of construction activities.
- Ability to evaluate engineering problems in the field, determine whether or not there are feasible solutions and, if so, then select and implement the most cost-effective solution.
- Ability to deal courteously and effectively with the public.
- 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, climb, balance, stoop, kneel, crouch or crawl; will regularly be required to stand and sit; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, sit, talk or hear, and taste or smell.

#### **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 wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration. The employee 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.