

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.

OCE ENGINEERING PROJECT MANAGER

Department: Office of the County Engineer
Pay Grade: 112/116
FLSA Status: Exempt
Job Class: 1293
Risk Code: 8810

JOB SUMMARY

This is a highly technical engineering position within the Office of the County Engineer performing engineering tasks, modeling, design, permitting, plan reviews, and inspection of County roadway, stormwater, traffic and other transportation related public works projects, coordination with other County Departments, contractors, and consultants.

ESSENTIAL JOB FUNCTIONS

- May perform field review and inspection of projects and improvement plans submitted to the County for approval, as required by the Department/Section Engineering Manager or Director.
- Coordinates and assists in the preparation of contract documents, permitting, agreements, and related documentation.
- Assists, participates, and coordinates public meetings, contractor meetings, consultant meetings, and other meetings related to the functional area and assigned projects.
- May supervise the construction administration of County projects including
- pre-construction meetings, shop drawing reviews, inspections, processing of pay requests, change orders, assessing and resolving unforeseen conditions during construction, monitoring of schedules and budgets, overseeing equipment and materials testing, reviewing record drawings and certifications for accuracy, ensure that all work is in conformance with the contract documents and permit conditions before final acceptance, as required by the Department/Section Manager or Director.
- Depending on level of Project Manager, may perform or assist with preliminary or final engineering design, hydraulic modelling and/or traffic modelling depending on area of assignment, on projects as the Engineer of Record or under the supervision of the Department/Section Manager or Director, as applicable
- Directs engineering and other skilled technicians according to the functional area of assignment, e.g., design, surveying, etc.)

- May receive and evaluate citizen and business complaints; coordinates the correction of such problems, as required by the Department/Section Manager or Director.
- May conduct field reviews of complaints and inquiries to analyze areas in question and provide information related to necessary corrective measures, as required by the Department/Section Manager or Director.
- Prepares project budgets and Section Budgets
- May conduct field reviews of completed projects to ensure adherence to established standards, plans, specifications, and related requirements, as required by the Department/Section Manager or Director.
- 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.
- Assists in maintaining GIS database of County projects
- Maintains and enforces departmental rules and regulations in accordance with personnel rules, regulations, and policies. Provides feedback to Engineering Manager for employee evaluations.
- Subject to call out for emergency situations.
- 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

May be responsible for indirectly supervising work of a relatively small number of employees (two or more). May include assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities may include providing on-the-job training; evaluating job performance; planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Requirements	OCE Project Manager II	OCE Project Manager III
Education and Experience	Graduation from accredited college or university with Bachelor's in Engineering or related field, and two years of related experience; or a combination of education and experience	Bachelor's in Engineering and four years of experience in engineering or construction management, or Master's in Engineering with three years of experience in engineering or construction management
Florida Driver License	Required	Required
Licensing	EI or ability to obtain within 6 months, is preferred	Florida PE or ability to obtain within 6 months, is required
Pay Grade	112	116

Moves through the matrix are meant to be progressive, however, advancements are based on staffing and departmental needs and priorities. Current employees cannot have received disciplinary action within three (3) months or be on a Performance Improvement Plan.

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

While performing the duties of this job, the employee will frequently be required to walk, climb, balance, stoop, kneel, crouch or crawl, and lift up to fifty pounds; will regularly be required to stand, sit and lift up to twenty-five pounds; 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. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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. The noise level for this environment is moderate.

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.