



# 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.*

### FACILITIES PROJECT MANAGER

**Department:** Facilities Management

**Pay Grade:** 111

**FLSA Status:** Exempt

**Job Class:** 2018

**Risk Code:** 9015

#### JOB SUMMARY

Responsible for supporting the operations of Marion County Facilities Management Department in project management, investigations, problem-solving, and making recommendations on a variety of department projects and operational and administrative functions.

#### ESSENTIAL JOB FUNCTIONS

- Performs field review and inspection of assigned projects and improvement plans submitted to the County for approval as well as analysis of existing facilities.
- Oversees the design and production of construction plans and contract documents of Marion County facilities.
- Oversees the preparation of written reports containing findings, conclusions, and recommendations pertaining to the management and operation of current and future county facilities.
- Participates in the preparation, review, and approval of bid specifications, addendums, and change orders. Ensures compliance with all change orders.
- Maintains accurate records utilizing work orders and maintains and prepares job cost reports and manhour and job standard performance reports.
- Ensures County Procurement processes are followed on each project.
- Coordinates and assists in the preparation of contract documents, permitting, agreements, budgets, financial planning tools, and related documentation.
- 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 in the overall design and planning of County projects, including grant funded projects.
- Receives and evaluates complaints and coordinates the correction of such problems when within assigned area or forwards to appropriate staff.
- Conducts field reviews of project-related 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 and progress reports and maintains records.
- Conducts research and investigation related to assigned projects including private developments and other governmental agencies in functional area of responsibility. Documents findings and forwards reports/recommendations to proper staff.
- Assists in the progress inspections of on-site work performed by outside contractors.
- Provides project oversight and coordination on-site for projects, ensuring adherence to all contractual agreements, project specifications, rules, and related regulatory standards and guidelines.
- Prepares capital project plans, cost analyses, project budgets, and recommendations regarding bid/contract/project documentation.
- Maintains responsibility for purchasing materials, equipment, and supplies to provide projects staff with proper supply levels of necessary inventory.
- 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 often functions as a lead professional in small and large groups of employees. May review the work products of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

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

Bachelor's Degree in Construction or related field or equivalent; and five (5) years' experience in construction and/or project 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 read, analyze, and interpret highly complex documents.
- Ability to respond effectively to the highly sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.
- Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans and specifications programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, or complex technical systems.
- 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.
- Skills in organization and task prioritization.
- Ability to supervise construction of engineering projects, systems, and related facilities.
- Ability to analyze and prioritize data.
- 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 occasionally 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, talk and 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. May work in the County jail among the inmate population.

***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.