

**ENGINEERING SERVICES PROJECTS MANAGER**

**SUMMARY:** Under general direction, oversees the production and implementation of all Engineering Services projects including roadway, drainage, traffic, water, wastewater, storm water and others as required. Is the point person for the Engineering Department for all Grant related project and compliance matters: may perform related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are not in any hierarchical order)*

1. Coordinates the development of and oversees capital improvement projects. Discusses and resolves project issues with appropriate staff and implements adjustments as necessary. Works across all boundaries to ensure full funding of projects is achieved.
2. Facilitates and coordinates submission of the Engineering Services Departments CIP projects for customer departments.
3. Reviews project team's schedules, work assignment and monitors project progress. Guides and develops employees in the accomplishment of project goals.
4. Prepares project status report, financial reports, and budget reports to keep management informed of project's status.
5. Prepares dollar and time budget estimates for all capital improvement projects.
6. Prepares and presents written and oral reports on projects for City management, City Commission Boards, and the public.
7. Performs research, analyzes findings; prepares recommendations for project planning needs.
8. Responds to and resolves citizen inquiries and complaints regarding engineering projects.
9. Becomes fully knowledgeable of the terms of grants and grant agreements; that are assigned.
10. Creates and completes a grant compliance and monitoring requirements;
11. Coordination of reimbursement requests with the Grants Compliance Officer;
12. Coordination extensions and amendments to grant agreements, as applicable;
13. Compliance with grant close-out procedures including submission of final reports, etc;

**KNOWLEDGE, SKILLS AND ABILITIES:** *(Based on area of assignment)*

- Knowledge of contract negotiations and consensus building.
- Knowledge of principles and techniques of management, supervision, budgeting, and project management.
- Knowledge of standards and specifications for design and construction of capital improvement projects.
- Knowledge of civil engineering basis such as math, science, plan preparation, and project design, blueprint reading.
- Knowledge of civil engineering associated with underground infrastructure, roadways, buildings, water and sewer plant functions.
- Knowledge of computerized systems and programs such as Excel, Words, PowerPoint, and Microsoft Project.
- Skills in public speaking.
- Skill in resolving conflicts amongst staff or with outside contractors.
- Skills in planning, coordinating, and scheduling multiple competing design and construction projects.
- Sills in analyzing complex issues and developing and implementing an appropriate response.
- Skills in responding appropriately to issues and concerns voiced by contractors and the community.
- Skills in analyzing and evaluating information accurately, and in expressing ideas, clearly, when providing oral or written reports and recommendations.
- Skills in supervising the work of staff, contractors and consultants.
- Skills in using general office equipment such as computers, fax, copier, calculators, and telephone.
- Ability to manage multiple priorities from various customers and maintain a strong working relationship.

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- Ability to adjust priorities and maintain work load across staff.
- Ability to interpret, negotiate, and monitor professional service and construction contracts.
- Ability to review and interpret various granting agency requirements and ensure compliance. To request appropriate support as required.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is occasional need to sit, talk, or hear, stand, walk, reach with hands and arms and lift light items (up to 25 pounds). There is frequent need to talk or hear, use hands to find, handle or feel. There is occasional need to perform work outdoors with exposure to weather conditions when performing on-site inspections of projects and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Civil Engineering or related field and seven (7) years experience as a engineer, or any equivalent combination of training and experience. Five (5) years experience in a supervisory capacity with responsibility for managing construction projects related to underground infrastructures, road construction, traffic and roadway lighting, required. State of Florida Professional Engineering license, required. Project Manager Professional Certification (PMP), preferred. A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.