





# HUMAN RESOURCES

Michael Smith, Human Resources Director

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**DATE:** December 17, 2015

**TO:** Dennis Beach, City Manager

**FROM:** Michael W. Smith, Human Resources Director

**SUBJECT:** **Amendment to Position Classification Plan**

This is to amend the City Ordinance 34.107 which will add and reclassify positions within the "Position Classification Plan" to reflect position changes which were included in the City's budget for FY 2015-2016. Fiscal impacts include cost of salary and benefits and are estimated based on anticipated hiring rates.

**New Positions**

Engineering Project Manager III, II and I – Engineering Department

Engineering Inspector III and II – Engineering Department

**Retitling**

Engineering Inspector I – Engineering Department

These five new positions and the one retitled position will be assigned to the Engineering Department. The duties and qualifications of these positions are slightly different to provide flexibility for management to assign duties to the incumbent based on the complexity of the project and as well as provide upward mobility for motivated employees. Creating these new positions will enhance the efficiency of the department. The position as the Engineering Project Manager III is non-bargaining and recommended at pay grade 32. The position as the Engineering Project Manager II is non-bargaining and recommended at pay grade 31. The position as the Engineering Project Manager II is non-bargaining and recommended at pay grade 30. The position as the Engineering Inspector III is non-bargaining and recommended at pay grade 29. The position as the Engineering Inspector II is bargaining and recommended at pay grade 28. The position as the Engineering Inspector I is bargaining and recommended at pay grade 26. There will be no financial impact with these positions as the incumbent will move laterally into the new assigned classification.

**CITY OF POMPANO BEACH**  
**Broward County, Florida**

**AN ORDINANCE AMENDING CHAPTER 34, "CITY POLICY," OF THE CITY OF POMPANO BEACH CODE OF ORDINANCES BY AMENDING SECTION 34.107, "POSITION CLASSIFICATION PLAN," BY CREATING THE POSITIONS OF ENGINEERING INSPECTOR II, ENGINEERING INSPECTOR III, ENGINEERING PROJECTS MANAGER III, ENGINEERING PROJECTS MANAGER II, ENGINEERING PROJECTS MANAGER I AND BY RETITLING THE ENGINEERING INSPECTOR TO ENGINEERING INSPECTOR I; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, pursuant to law, ten (10) days' notice has been given by publication in a paper of general circulation in the City, notifying the public of this proposed ordinance and of a public hearing in the City Commission Chambers of the City of Pompano Beach; and

WHEREAS, a public hearing before the City Commission was held pursuant to the published notice described above, at which hearing the parties in interest and all other citizens so desiring had an opportunity to be and were, in fact, heard; now, therefore,

**BE IT ENACTED BY THE CITY OF POMPANO BEACH, FLORIDA:**

**SECTION 1.** That Section 34.107, "Position Classification Plan," of Chapter 34, "City Policy," shall be amended as follows:

**§ 34.107 POSITION CLASSIFICATION PLAN.**

...

*Position Classification Plan*

<i><u>Job Code</u></i>	<i><u>Job Title</u></i>	<i><u>Scheduled Hours Per Week</u></i>	<i><u>Position Classification (Pay Grade)</u></i>
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Technical and Engineering

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619 Engineering Inspector II 40 28

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621 Engineering Inspector I 40 26

622 Engineering Inspector III 40 29

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646 Engineering Projects Manager III 40 32

647 Engineering Projects Manager II 40 31

648 Engineering Projects Manager I 40 30

...

**SECTION 2.** If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect any provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

**SECTION 3.** This Ordinance shall become effective upon passage.

**PASSED FIRST READING** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**PASSED SECOND READING** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
**LAMAR P. FISHER, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**ASCELETA HAMMOND, CITY CLERK**

jrm  
12/16/15  
l:ord/ch34/2016-59

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 621**

**ENGINEERING INSPECTOR I**

**GENERAL**

Technical work involving inspections on construction within City right-of-way and on Capital Improvement Program projects.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Attend Development Review Committee (DRC) Meetings and review and comment on plans;
- Utilize electronic ePlan software for reviewing and commenting on plan submittals;
- Utilize HTE software to process Engineering construction permits and enter field inspection results;
- Coordinates with and conducts inspections of Franchise Utilities (gas, electric, cable and telephone);
- Inspects construction projects within the public street rights-of-ways and public waterways consisting of the following: potable water mains and service lines, sanitary sewer mains and service lines, reuse water mains and service lines, storm drainage systems, bridges, roadway construction, parking lot construction, curbing, sidewalk, docks, piling, boat lifts and seawalls to determine compliance with the approved plans and construction permits;
- Coordinate closely with project managers on inspections for various Capital Improvement Program projects;
- Assist contractors in interpreting City Code and Engineering specification requirements;
- Review project cost estimates and calculate permit fees;
- Attend preconstruction and construction progress meetings;
- Review shop drawings and testing results for conformance to approved plans and specifications;
- Review construction schedules and construction material;
- Investigate public inquiries and prepares written progress reports;
- Determine quantities of materials used and verifies amount of work completed for pay request applications;
- Review Contractor requests for information (RFI's) and change order requests;
- Perform substantial completion inspections and develops punch-list items;
- Verify final completion requirements are met and review as-built record drawings;

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the modern methods and techniques of construction of buildings, drains, sewers, streets, and other public works construction.
- Knowledge of possible defects in construction materials and of effective corrective measures.
- Knowledge of the codes, regulations and specifications relating to public works construction.
- Knowledge of the basic principles and practices of civil engineering as related to public works construction.
- Knowledge of City ordinances of pertinent to the job; Skill in maintaining meticulous records on various phases of construction.
- Skill in preparing and presenting reports and presentations.
- Skill in Microsoft Office Suite.
- Ability to learn City's ePlan electronic plan review software, HTE software and GIS system.
- Ability to communicate both orally and in writing.
- Ability to make decisions requiring the use of technical judgment.
- Ability to enforce regulations and laws firmly, tactfully, and impartially.

- Ability to make detailed technical inspections of public works projects under construction and to detect deviations from approved designs, specifications, and construction practices.
- Ability to read and interpret engineering, public works, and architectural plans and specifications and to recognize deviations from such plans in the construction process.
- Ability to read and interpret various construction documents, such as quality control plans, health and safety plans, engineering plans, and activity hazard analysis.
- Ability to read, interpret, and recognize deviations from standard industry practice and plans.
- Ability to read and interpret specifications, sketches, field notes, and other related documents with a high degree of accuracy.
- Ability to multi-task, be organized, and prioritize.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Have successfully graduated from high school or possess an acceptable G.E.D. certificate (Associates Degree preferred), Certified General Contractor's License preferred; 2 - 5 yrs experience with general construction inspections to include but not be limited to all phases of building, roadway, and utility infrastructure.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Ability to perform manual tasks involving physical strength and continuous outdoor activity. The employee will be regularly exposed to outdoor weather conditions, chemicals, explosive materials, mechanical hazards, electrical hazards and other hazardous materials or conditions. The employee will be required to walk, stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, see, and hear. The employee will be required to travel to different sites and locations and may be required to lift and carry up to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/15

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 26/42

**Location:** Engineering Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 619**

**ENGINEERING INSPECTOR II**

**GENERAL**

Technical work involving inspections of construction within City right-of-way and on Capital Improvement Program projects.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Attend Development Review Committee (DRC) Meetings and review and comment on plans;
- Utilize electronic ePlan software for reviewing and commenting on plan submittals;
- Utilize HTE software to process Engineering construction permits and enter field inspection results;
- Coordinates with and conducts inspections of Franchise Utilities (gas, electric, cable and telephone);
- Inspects construction projects within the public street rights-of-ways and public waterways consisting of the following: potable water mains and service lines, sanitary sewer mains and service lines, reuse water mains and service lines, storm drainage systems, bridges, roadway construction, parking lot construction, curbing, sidewalk, docks, piling, boat lifts and seawalls to determine compliance with the approved plans and construction permits;
- Coordinate closely with project managers on inspections for various Capital Improvement Program projects;
- Assist contractors in interpreting City Code and Engineering specification requirements;
- Review project cost estimates and calculate permit fees;
- Attend preconstruction and construction progress meetings;
- Review shop drawings and testing results for conformance to approved plans and specifications;
- Review construction schedules and construction material;
- Investigate public inquiries and prepares written progress reports;
- Determine quantities of materials used and verifies amount of work completed for pay request applications;
- Review Contractor requests for information (RFI's) and change order requests;
- Perform substantial completion inspections and develops punch-list items;
- Verify final completion requirements are met and review as-built record drawings;

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the modern methods and techniques of construction of buildings, drains, sewers, streets, and other public works construction.
- Knowledge of possible defects in construction materials and of effective corrective measures.
- Knowledge of the codes, regulations and specifications relating to public works construction.
- Knowledge of the basic principles and practices of civil engineering as related to public works construction.
- Knowledge of City ordinances of pertinent to the job.
- Skill in maintaining meticulous records on various phases of construction.
- Skill in preparing and presenting reports and presentations.
- Skill in Microsoft Office Suite.
- Ability to learn City's ePlan electronic plan review software, HTE software and GIS system.
- Ability to communicate both orally and in writing.
- Ability to make decisions requiring the use of technical judgment.

- Ability to enforce regulations and laws firmly, tactfully, and impartially.
- Ability to make detailed technical inspections of public works projects under construction and to detect deviations from approved designs, specifications, and construction practices.
- Ability to read and interpret engineering, public works, and architectural plans and specifications and to recognize deviations from such plans in the construction process.
- Ability to read and interpret various construction documents, such as quality control plans, health and safety plans, engineering plans, and activity hazard analysis.
- Ability to read, interpret, and recognize deviations from standard industry practice and plans.
- Ability to read and interpret specifications, sketches, field notes, and other related documents with a high degree of accuracy.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Associates Degree required with course work in civil engineering, construction management, or related field (BA Degree preferred), Certified General Contractor's License required; 5-10 years experience with general construction inspections to include but not be limited to all phases of building, roadway, and utility infrastructure.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Ability to perform manual tasks involving physical strength and continuous outdoor activity. The employee will be regularly exposed to outdoor weather conditions, chemicals, explosive materials, mechanical hazards, electrical hazards and other hazardous materials or conditions. The employee will be required to walk, stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, see, and hear. The employee will be required to travel to different sites and locations and may be required to lift and carry up to 20 pounds.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev 12/15

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 28/42

**Location:** Engineering Department

**GERS: Regular:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 622**

**ENGINEERING INSPECTOR III**

**GENERAL**

Technical work involving inspections of construction within City right-of-way and on Capital Improvement Program projects.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Attend Development Review Committee (DRC) Meetings and review and comment on plans;
- Utilize electronic ePlan software for reviewing and commenting on plan submittals;
- Utilize HTE software to process Engineering construction permits and enter field inspection results;
- Coordinates with and conducts inspections of Franchise Utilities (gas, electric, cable and telephone);
- Inspects construction projects within the public street rights-of-ways and public waterways consisting of the following: potable water mains and service lines, sanitary sewer mains and service lines, reuse water mains and service lines, storm drainage systems, bridges, roadway construction, parking lot construction, curbing, sidewalk, docks, piling, boat lifts and seawalls to determine compliance with the approved plans and construction permits;
- Coordinate closely with project managers on inspections for various Capital Improvement Program projects;
- Assist contractors in interpreting City Code and Engineering specification requirements;
- Review project cost estimates and calculate permit fees;
- Attend preconstruction and construction progress meetings;
- Review shop drawings and testing results for conformance to approved plans and specifications;
- Review construction schedules and construction material;
- Investigate public inquiries and prepares written progress reports;
- Determine quantities of materials used and verifies amount of work completed for pay request applications;
- Review Contractor requests for information (RFI's) and change order requests;
- Perform substantial completion inspections and develops punch-list items;
- Verify final completion requirements are met and review as-built record drawings;

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the modern methods and techniques of construction of buildings, drains, sewers, streets, and other public works construction.
- Knowledge of possible defects in construction materials and of effective corrective measures.
- Knowledge of the codes, regulations and specifications relating to public works construction.
- Knowledge of the basic principles and practices of civil engineering as related to public works construction.
- Knowledge of City ordinances of pertinent to the job.
- Skill in maintaining meticulous records on various phases of construction.
- Skill in preparing and presenting reports and presentations.
- Skill in Microsoft Office Suite.
- Ability to learn City's ePlan electronic plan review software, HTE software and GIS system.
- Ability to communicate both orally and in writing.
- Ability to make decisions requiring the use of technical judgment.

- Ability to enforce regulations and laws firmly, tactfully, and impartially.
- Ability to make detailed technical inspections of public works projects under construction and to detect deviations from approved designs, specifications, and construction practices.
- Ability to read and interpret engineering, public works, and architectural plans and specifications and to recognize deviations from such plans in the construction process.
- Ability to read and interpret various construction documents, such as quality control plans, health and safety plans, engineering plans, and activity hazard analysis.
- Ability to read, interpret, and recognize deviations from standard industry practice and plans.
- Ability to read and interpret specifications, sketches, field notes, and other related documents with a high degree of accuracy.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in civil engineering, construction management, or related field; Certified General Contractor's License required; Ten (10) plus years experience with general construction inspections to include but not be limited to all phases of building, roadway, and utility infrastructure.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Ability to perform manual tasks involving physical strength and continuous outdoor activity. The employee will be regularly exposed to outdoor weather conditions, chemicals, explosive materials, mechanical hazards, electrical hazards and other hazardous materials or conditions. The employee will be required to walk, stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, see, and hear. The employee will be required to travel to different sites and locations and may be required to lift and carry up to 20 pounds.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev 12/15

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 29/42

**Location:** Engineering Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 648**

**ENGINEERING PROJECT MANAGER I**

**GENERAL**

Mid-level position that performs professional and administrative work in the management of various design and construction projects for the City. Work is performed under the direction of the Capital Improvement Programs Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assist in developing annual and five year capital improvement plan and monitoring budget;
- Prepare in-house engineering plans, specifications, and permit applications;
- Coordinate with City personnel on developing new construction and rehabilitation projects;
- Develop work order proposals with design professionals and monitor engineering design progress;
- Coordinate with Purchasing Department on RLI's and RFP's and serve on review committees;
- Respond to contractor RFI's, approve bid package advertisements, and make award recommendations;
- Review cost proposals, negotiate terms, and initiate requisitions for procurement of services;
- Review testing results and submittals to ensure conformance to plans and specifications;
- Review master plans, evaluations, and technical reports, and make recommendations;
- Prepare resolution requests and Commission agenda items, attend Commission meetings, and make presentations;
- Monitor project permitting process including federal, state and local regulatory requirements;
- Administer contracts, oversee construction, and monitor schedules;
- Review and approve pay requests and contract modifications;
- Serve as liaison between the Public, consultant engineers, contractors, regulatory authorities, and City officials;
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the South Florida Building Codes and theories, materials, and methods of building construction.
- Knowledge of construction work progress and payment procedures.
- Knowledge of pertinent City ordinances and federal, state, and municipal laws, codes, and regulations relating to the planning, development, construction, and inspection of construction projects.
- Knowledge of the principles and practices of engineering as applied to the design, construction and maintenance of public facilities in the area of specialization.
- Knowledge of the current literature, trends, and developments in the field of engineering specialization; Knowledge of building materials, methods, and construction systems.
- Knowledge of established policies, procedures, and regulations; Knowledge of accounting principles relative to budget and costing adherence.
- Knowledge of construction management methods, standard construction practices, and construction contracts and agreements.
- Skill in preparing and presenting clear, concise reports of a complex and technical nature, both orally and in writing.
- Skill in Microsoft Office Suite.
- Skill in making mathematical computations.
- Ability to learn City's ePlan electronic plan review software, HTE software and GIS system.

- Ability to interpret architectural and engineering drawings and technical plans, and to suggest changes, additions and corrections to plans and specifications.
- Ability to perform field inspections of projects under construction and upon completion for adherence to plans, specifications and regulations.
- Ability to inspect projects under construction for conformance to contract documents.
- Ability to communicate and express ideas clearly and concisely, both orally and in writing.
- Ability to multi-task, be organized, and prioritize.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university in engineering or related technical field; Project Management Professional (PMP) certification or Engineer Intern (EI) certification preferred, Lean Six Sigma (LSS) White Belt Certification preferred, 2 - 5 years progressively responsible experience with emphasis in local government.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev 12/15**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 30/50

**Location:** Engineering Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 647**

**ENGINEERING PROJECT MANAGER II**

**GENERAL**

This is advanced professional and administrative work in the management of various design and construction projects for the City. Work is performed under the direction of the Capital Improvement Programs Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assist in developing annual and five year capital improvement plan and monitoring budget;
- Prepare in-house engineering plans, specifications, and permit applications;
- Coordinate with City personnel on developing new construction and rehabilitation projects;
- Develop work order proposals with design professionals and monitor engineering design progress;
- Coordinate with Purchasing Department on RLI's and RFP's and serve on review committees;
- Respond to contractor RFI's, approve bid package advertisements, and make award recommendations;
- Review cost proposals, negotiate terms, and initiate requisitions for procurement of services;
- Review testing results and submittals to ensure conformance to plans and specifications;
- Review master plans, evaluations, and technical reports, and make recommendations;
- Prepare resolution requests and Commission agenda items, attend Commission meetings, and make presentations;
- Monitor project permitting process including federal, state and local regulatory requirements;
- Administer contracts, oversee construction, and monitor schedules;
- Review and approve pay requests and contract modifications;
- Serve as liaison between the Public, consultant engineers, contractors, regulatory authorities, and City officials;
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the South Florida Building Codes and theories, materials, and methods of building construction.
- Knowledge of construction work progress and payment procedures.
- Knowledge of pertinent City ordinances and federal, state, and municipal laws, codes, and regulations relating to the planning, development, construction, and inspection of construction projects.
- Knowledge of the principles and practices of engineering as applied to the design, construction and maintenance of public facilities in the area of specialization.
- Knowledge of the current literature, trends, and developments in the field of engineering specialization.
- Knowledge of building materials, methods, and construction systems.
- Knowledge of established policies, procedures, and regulations.
- Knowledge of accounting principles relative to budget and costing adherence.
- Knowledge of construction management methods, standard construction practices, and construction contracts and agreements.
- Skill in preparing and presenting clear, concise reports of a complex and technical nature, both orally and in writing.
- Skill in making mathematical computations.
- Skill in Microsoft Office Suite.
- Ability to learn City's ePlan electronic plan review software, HTE software and GIS system.

- Ability to interpret architectural and engineering drawings and technical plans, and to suggest changes, additions and corrections to plans and specifications.
- Ability to perform field inspections of projects under construction and upon completion for adherence to plans, specifications and regulations.
- Ability to inspect projects under construction for conformance to contract documents.
- Ability to communicate and express ideas clearly and concisely, both orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to multi-task, be organized, and prioritize; Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited 4-year college or university in engineering or related technical field; Engineer Intern (EI) certification required, Professional Engineer (PE) preferred, Project Management Professional (PMP) required, Lean Six Sigma (LSS) Yellow Belt Certification preferred (White Belt required), 5 -10 years progressively responsible experience with emphasis in local government.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev 12/15**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 31/50

**Location:** Engineering Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 646**

**ENGINEERING PROJECT MANAGER III**

**GENERAL**

This is highly advanced professional and administrative work in the design and management of various design and construction projects for the City. Work is performed with minimal supervision under direction of the Capital Improvement Programs Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assist in developing annual and five year capital improvement plan and monitoring budget;
- Prepare in-house engineering plans, specifications, and permit applications, and sign/seal;
- Coordinate with City personnel on developing new construction and rehabilitation projects;
- Develop work order proposals with design professionals and monitor engineering design progress;
- Coordinate with Purchasing Department on RLI's and RFP's and serve on review committees;
- Respond to contractor RFI's, approve bid package advertisements, and make award recommendations;
- Review cost proposals, negotiate terms, and initiate requisitions for procurement of services;
- Review testing results and submittals to ensure conformance to plans and specifications;
- Review master plans, evaluations, and technical reports, and make recommendations;
- Prepare resolution requests and Commission agenda items, attend Commission meetings, and make presentations;
- Monitor project permitting process including federal, state and local regulatory requirements;
- Administer contracts, oversee construction, and monitor schedules;
- Review and approve pay requests and contract modifications;
- Serve as liaison between the Public, consultant engineers, contractors, regulatory authorities, and City officials;
- Ability to supervise personnel and sit in for Capital Improvement Programs Manager in his/her absence;
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the South Florida Building Codes and theories, materials, and methods of building construction; Knowledge of construction work progress and payment procedures.
- Knowledge of pertinent City ordinances and federal, state, and municipal laws, codes, and regulations relating to the planning, development, construction, and inspection of construction projects.
- Knowledge of the principles and practices of engineering as applied to the design, construction and maintenance of public facilities in the area of specialization.
- Knowledge of the current literature, trends, and developments in the field of engineering specialization; Knowledge of building materials, methods, and construction systems.
- Knowledge of established policies, procedures, and regulations.
- Knowledge of accounting principles relative to budget and costing adherence.
- Knowledge of construction management methods, standard construction practices, and construction contracts and agreements.
- Skill in preparing and presenting clear, concise reports of a complex and technical nature, both orally and in writing.
- Skill in Microsoft Office Suite.
- Skill in making mathematical computations.
- Ability to learn City's ePlan electronic plan review software, HTE software and GIS system.

- Ability to interpret architectural and engineering drawings and technical plans, and to suggest changes, additions and corrections to plans and specifications.
- Ability to perform field inspections of projects under construction and upon completion for adherence to plans, specifications and regulations.
- Ability to inspect projects under construction for conformance to contract documents.
- Ability to communicate and express ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited 4-year college or university in engineering or related technical field (Masters preferred), supervisory experience preferred, Project Management Professional (PMP) and Professional Engineer (PE) required, Lean Six Sigma (LSS) Green Belt Certification preferred (Yellow Belt required), ten (10) years plus progressively responsible experience with emphasis in local government.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev 12/15**

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 32/50

**Location:** Engineering Department

**GERS: Regular:** Regular Class