

**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