

MAJOR FUNCTION

This is highly responsible technical and engineering work involving the planning, management, and administration of large building related construction projects typically greater than \$10 million in value. The position will manage and directly oversee capital building construction related project phases including initial concept development, procurement and solicitation, contract development and administration, budgeting, architectural design, site planning, construction, occupancy, and post-occupancy warranty. Responsibilities also include managing consultants, vendors and contractors, and inspection to ensure conformity to plans, specifications, schedules, and budget. Work is conducted in the office and field with considerable independence requiring the exercise of professional judgment. Work is performed under the general supervision of the Deputy City Manager and is reviewed through observations, conferences, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages all aspects of large building and garage related construction projects for the City typically valued at more than \$10 million. Coordinates with various City Departments and internal customers to facilitate initial project scope and visioning, secure necessary real property, identify funding, and develop competitive solicitations. Works with City Attorney's Office to develop and execute contracts, and monitors said contracts to ensure compliance with terms, conditions, and deliverables throughout the life of the project. Prepares project related agenda items for presentation to City Commission. Ensures adherence to construction budget and schedules. Reviews and approves change orders and contract amendment requests. Reviews, approves, and processes project pay requests associated with the City's capital project delivery process. Oversees architectural, engineering, and contractor work including initial spatial needs assessment and programming, conceptual design, schematic design, design development, construction documents, permitting, bidding and negotiation, construction, construction administration, inspection, commissioning, and post-occupancy warranty. Develops facilities maintenance plans and assembles associated team of internal employees and/or service vendors to ensure proper ongoing and long-term maintenance of building assets and warranty preservation. Ensures compliance with established MWSBE goals. Ensures compliance with the City's Green Building Policy and Clean Energy Plan. Incorporates health, wellness, resilience, and sustainability components into all projects. Evaluates the applicability of high-performance building standards and certifications and implements same. Manages the development and implementation of a document management system to ensure that project files, drawings, submittals, operations manuals, and other important documents are preserved in compliance with State law and the needs of City. Develops and implements other project management systems as necessary. Facilitates and maintains effective communication and a good working relationship between all parties during the design and construction process. Represents the City in all matters associated with the capital building project projects.

Other Important Duties

Assists Communications Department with soliciting public input on City projects and providing project updates. Meets with community stakeholders as requested. Stays abreast of innovations, developments, advancements, and improvements in areas of responsibility including participating in construction related professional organizations. Performs other related duties as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the policies, procedures, and practices of City departments and divisions and how they interrelate. Knowledge of standard building and fire codes. Knowledge of basic construction contract and legal principles. Knowledge of high-performance building standards, enhanced commissioning principles, and relation to energy conservation and greenhouse gas emissions. Ability to read and interpret plans, sketches, and specifications to determine conformity with project and regulatory requirements. Ability to exercise sound independent judgment, diplomacy and tact. Excellent writing skills. Ability to prepare and present technical and administrative reports clearly and concisely, both orally and in writing. Ability to plan, assign, instruct, review, and evaluate work assignments of general contractors and architects. Skilled in working effectively with staff, general contractors, architects, and the public. Ability to speak in front of large groups and relay information for all parties to understand the status of projects. Ability to interpret and administer all phases of commercial construction. Knowledge of modern techniques, procedures, and practices of efficient construction management, including planning, design, site development and building components (structural, mechanical, and electrical).

Minimum Training and Experience

Possession of a bachelor's degree in engineering, architecture, or building construction, and five years of progressive technical experience that includes construction management and contract administration, and includes projects exceeding \$10 million in value; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Must be a Registered Professional Engineer or Licensed Architect in the State of Florida and have obtained said registration or licensure at least five years prior to application.

Established: 12-01-21

Revised 04-21-22