



**PROJECT MANAGER**  
**FLSA: Exempt**  
Grade 31 \$58,677.30 - \$93,883.68

**GENERAL DEFINITION**

This is responsible professional and administrative work, involving the management and coordination of a variety of public works construction projects for the City. An employee in this class is responsible for tasks of considerable difficulty involving monitoring the work of architectural and engineering consultants, contractors and inspection personnel engaged in the construction, and inspection of a variety of complex City buildings, utility infrastructure involving water, sewer and storm water park development and improvements, median development, and other public projects. Responsibilities include the coordination of multiple projects simultaneously in various phases of development including planning, consultant selection, design management, selection of contractors, construction management, contract administration, inspection, and warranty administration. Incumbents exercise independent judgment in the application of the principles and practices of architectural planning and design and construction, related engineering knowledge and in the administration of assigned construction projects. General supervision is received from the Engineering and Community and Development Director or Designee who reviews work through personal conferences, written reports, and correspondence for satisfactory attainment of goals and objectives periodically during all phases of project design and construction processes.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews preparation of engineering and/or architectural drawings by technical staff; assists in the review of in progress and final architectural and/or engineering plans for completeness prior to public advertisement for bids; assists in the review and approval of paperwork such as shop drawings, material submittal, and supplementary drawings during the construction administration portion of construction projects.

**PROJECT MANAGER**  
**FLSA: Exempt**  
Grade 31 \$58,677.30 - \$93,883.68

- Coordinates the development of utility and other public works construction projects with City departments that will occupy, use, or maintain facilities. Develops conceptual plans, which resolve conflicts between City departments over space allocations.
- Coordinates bid advertisements, printing and distribution of plans and specifications to bidders; attends pre-bid conferences with contractors and consultants on complex utility and public works construction projects; assists in the evaluation of bids and makes recommendations for award of contracts.
- Coordinates signing of contracts with contractors; attends pre-construction meetings with consultants, contractors, and subcontractors.
- Participates in the grant application process performs grant administration, and applies for reimbursements.
- Reviews and recommends for payment periodic requisitions, invoices and supporting data from contractors, consultants, and testing labs; reviews field inspection reports.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, engineers and architects to evaluate construction progress; solves field problems; expedites construction efforts by evaluating contractor performance and recommending corrections of deficiencies; keeps user departments informed; coordinates change orders to contracts; keeps records of contingency allowances and consultants' payments.
- Assists in the inspection of projects for substantial completion and prepares lists of any deficiencies.
- Prepares performance reports on contractor and consultants; arranges for correction of defects by contractors during the warranty period; schedules and conducts inspections at end of the warranty period and assures correction of defects; recommends final acceptance of facilities on behalf of the City.
- Plans and coordinates activities of personnel assigned to inspect construction and those assigned to assist in administrative tasks.
- Prepares agenda items with recommended action to be taken for elected Commissioners' decision.
- Reviews contractors' applications for payment.
- Maintains project administrative records and files.
- Performs related work as required.
- Requires regular attendance to scheduled work shifts.

**PROJECT MANAGER**  
**FLSA: Exempt**  
Grade 31 \$58,677.30 - \$93,883.68

**KNOWLEDGE, SKILLS & ABILITIES**

- Some knowledge of building materials, methods, and construction systems.
- Some knowledge of building codes, laws, regulations, and design standards.
- Considerable knowledge of the principles, practices and methods of engineering, and public works planning, design, and construction.
- Considerable knowledge of federal, state and municipal rules, regulations, ordinances, and architectural drawings production techniques, and information management techniques relating to architecture, engineering, public works, and building construction.
- Some knowledge of structural design, and air-conditioning, plumbing, and electrical systems.
- Considerable knowledge of contracts, forms, and procedures relative to building construction activities.
- Strong ability to inspect complex projects under construction for conformance to contract documents.
- Ability to understand complex engineering drawings and specifications related to complex construction projects.
- Ability to review and suggest changes, additions, and corrections in detailed plans and specifications of construction projects.
- Ability to interpret pertinent laws and regulations and enforce compliance with designs and construction schedules.
- Ability to establish and maintain effective working relationships with consultants, contractors, supervisors, and departmental officials.
- Ability to analyze bids and make recommendations for award of contract.
- Ability to conduct meetings with consultants, contractors' representatives of user agencies.
- Ability to express ideas clearly and concisely, verbally, and in writing.

**MINIMUM ACCEPTABLE TRAINING & EXPERIENCE**

Minimum of three (3) years progressively responsible experience in the design, construction, and management of construction projects. Graduation from an accredited college or university with a Bachelor's Degree in Architecture, Engineering, Building Construction, or a closely related field.

**PROJECT MANAGER**  
**FLSA: Exempt**  
Grade 31 \$58,677.30 - \$93,883.68

**PREFERRED**

Current registration as an architect, engineer or licensed general contractor by the State of Florida  
Project Management Professional designation  
Governmental experience in construction management

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date