



CITY OF NORTH LAUDERDALE
Is seeking qualified applicants for the position of
Project Manager (Public Works)
Grade 63 (Salary Range \$51,233 – \$88,159)

Open and Competitive
Opening Date 09/19/2018
Closing Date Open Until Filled
1st Review Date 10/03/2018

The employee in this class performs senior-level and experienced professional work in the Public Works department. This employee is in an exempt status and is responsible for the management of capital projects and outlays. Work includes planning, coordination with vendors & consultants, management of projects as assigned by the Public Works/Utilities Director and the preparation of status reports and memorandums. Position relies on advanced level experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

ESSENTIAL JOB FUNCTIONS

- Authorizes and monitors the work of architectural and engineering consultants during the development of construction plans and as necessary during the construction phase of projects.
- Review construction plans and specifications to ensure compliance with City regulations and standards.
- Coordinates and prepares cost estimates, specifications, and scope of services for the department's capital projects.
- Monitors construction projects and keeps essential personnel updated on project status.
- Responsible for permitting various City projects where appropriate.
- Manages several projects simultaneously in various phases of development including planning, consultant selection, design, selection of contractor, construction management, inspection, project close-out and warranty administration.
- Prepares a wide variety of written documents to include reports, cost analysis, correspondence, and grant applications.
- Reviews shop drawings and change order requests to verify need and price.
- Obtains price quotes from contractors, manufacturers, and suppliers.
- Verifies and approves pay application requests from contractors and consultants. Responds to contractor RFI's.
- Assists with all aspects of the City's bid process to include providing necessary documentation, attending meetings, reviewing proposals, recommending contractor awards and checks references.
- Operate computer to enter, retrieve, delete, and/or manipulate various types of engineering data; prepare correspondence, and prepare various projects with AutoCAD.
- Responds to citizen questions or complaints regarding projects.
- Assist City Grant Administrator with preparing grant applications, grant reports and submissions to appropriate agencies.

ADDITIONAL JOB FUNCTIONS

- Assists in reviewing and modifying plans, site plans and final engineering plans.
- Coordinates development and preparation of operating budget and capital outlay budgets for the Public Works/Utilities Department.
- Assists Public Works/Utilities Director or designee with special projects on an as needed basis.
- Attends training courses and seminars.
- Routinely drives a City vehicle to multiple work sites.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- South Florida Building Codes, theories, materials, and methods of building construction.
- Construction work progress and payment procedures.
- Pertinent City ordinances and federal, state, and municipal laws, codes, and regulations relating to the planning, development, construction, and inspection of construction projects.
- Principles and practices of engineering as applied to the design, construction and maintenance of public facilities in the area of specialization.
- Construction management methods, standard construction practices, and construction contracts and agreements.
- Principles, methods, materials, equipment, & practices at a high level of Public Works activities within the scope of the work.
- Principles and practices of organization, management and personnel, and financial administration in the operation of a major municipal department.
- Basic engineering principles and practices.
- Work hazards and the proper methods of safeguarding employees, the public, and property.

Ability to:

- Effectively plan, assign, and supervise the work of others in a manner conducive to full performance and high morale.
- Read, understand, and work from detailed blueprints.
- Develop long-term plans and programs, and to help make sound decisions on matters of operating policy and administrative problems.
- Understand and follow oral and written instructions; express ideas accurately, clearly and effectively.
- Write legibly, keep records, prepare and submit reports.
- Keep accurate records.
- Work closely with staff from all departments; establish and maintain effective working relationships with other employees, agencies, the public and elected officials.

DESIRABLE EXPERIENCE AND TRAINING

- Graduation from a four year college or university preferably with a degree in business administration, engineering, construction management, public administration or related discipline with five (5) years of construction management experience. May be supplemented by Associate's degree with seven (7) years of experience in construction management or equivalent combination of training and experience.
- Considerable administrative experience in municipal governmental work preferably in Public Works/Utilities.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Experienced in the use of AutoCad software.
- Valid Florida Driver's License required.

PHYSICAL REQUIREMENTS

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 moderate weight (12-20 pounds).

ENVIRONMENTAL REQUIREMENTS

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

DISCLAIMER

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

Oral Interviews – Date and time to be determined (by invitation only)

Submit application: Online: <https://selfservice.nlauderdale.org/MSS/employmentopportunities/>

or

City of North Lauderdale - Human Resources Department

701 S.W. 71st Avenue, North Lauderdale, FL 33068

Fax: (954) 724-6975 E-Mail: llarrieux@nlauderdale.org Website: www.nlauderdale.org

In-House Applicants: If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

AN EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK PLACE

EMPLOYMENT INFORMATION

(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

APPLICATIONS:

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

CHANGE OF ADDRESS:

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

EMPLOYMENT STANDARDS:

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

EXAMINATION RESULTS:

Scores and standings on eligible lists will not be given upon request.

HIRING PROCEDURES AND SELECTION:

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

PRE-EMPLOYMENT DRUG SCREENING:

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

PROBATIONARY PERIOD:

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

RESIDENCE REQUIREMENT:

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

TRAVEL AND RELATED EXPENSES:

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

VETERAN'S PREFERENCE:

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of separation papers (FORM DD-214) at the time the application is filed.

EMPLOYEE BENEFITS

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

VACATION:

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

SICK LEAVE:

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

HOLIDAYS:

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

WORKING CONDITIONS:

The basic work week is five days, 40 hours for most Divisions.

HEALTH PLANS:

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

ADDITIONAL BENEFITS:

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

SALARY:

The salary range for each position is listed on the examination announcement.

CREDIT UNION:

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.