

**City of Dunedin, Florida**

Class Description

**JOB TITLE: Engineering Project Manager**

Utilities Department

Engineering Division

**GENERAL STATEMENT OF JOB**

Under supervision and direction of a Professional Engineer, performs technical civil engineering work in the preparation and review of plans, designs, and specifications, and in coordination of utilities, traffic management systems, drainage and environmental projects, including permitting. The position requires management of assigned projects, including oversight of projects assigned to consultants. Employees occupying this classification apply civil engineering skills and knowledge to public works projects involving design, specifications, regulatory compliance, construction, operation and maintenance. The position requires the exercise of independence in the performance of technical tasks and knowledge of internal policies and guidelines. The incumbent may be delegated assignments to serve as lead representative on coordination with internal departments or external partners in Public Works matters. The position reports to a Section Engineer or designee.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.***

Responsible for planning, coordinating, performing, and reviewing the work of in-house and outside professional and technical efforts and technical reviews in the design, planning, and/or oversight of work of similar scope and responsibility.

Assists in the planning, construction, operations, maintenance, and administration of local government agency programs, contractors, or other assignments that are assigned and supervised by a degreed engineer.

Designs and prepares plans, specifications and cost estimates for roadway, drainage, water supply, sanitary sewage construction projects, and prepares reports on program plans and specifications under the responsible charge of a Professional Engineer. Prepares Project Management Plans, compliance reports, coordinates regulatory compliance, and project exhibits.

Reviews calculations and construction plans to determine compliance with the City's

land development codes.

Prepares scope of services, schedules and cost estimates; reviews and comments on all contract documents, including plans and specifications; coordinates staff review and others comments with consultant's efforts to resolve conflicts during the design and construction phases of a project.

Represents the City in the coordination of civil engineering, or other projects including assisting with the selection process for consultants or general contractors by preparing scopes of services and contract agreements.

Performs routine technical engineering reviews and develops engineering specifications under the supervision of a professional engineer. Performs drafting and/or mapping utilizing specialized software and maintains related databases.

Coordinates staff efforts in technical engineering reports, site plan review, cost analysis, feasibility, construction, operations, and maintenance of engineering projects.

Performs design and plans production using advanced CADD tools; engineering design using one or more advanced modeling tools; engineering related site development concurrency reviews.

Prepares survey requests identifying extent of project, type and detail of survey information required, and completes survey request form; meeting minutes for critical project meetings capturing key discussion points, resulting decisions and action items.

Reviews shop drawings for conformance with plans and specifications; conduct construction project progress meetings; develop construction punch lists under the supervision of a professional engineer.

Identifies conflict utilities and prepares request for utility mark-ups.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine office and administrative work as required, including but not limited to attending meetings, answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Interacts with the public on questions and inquiries related to Public Works.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree with major coursework in areas of civil engineering, environmental

science, environmental planning, sustainability science or construction management; supplemented by a minimum of two (2) years of progressively responsible related project management experience. Fundamentals of Engineering (FE) Certification by the state of Florida is preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered in lieu of the degree requirement.

Consideration shall be given to individuals with knowledge and experience using either CADD platform: AutoCAD Civil 3D or Bentley's Geopak / Microstation.

### **SPECIAL REQUIREMENTS**

Must possess a Florida Driver License and endorsements, if any.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Engineering Project Manager. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Has general knowledge of the principles, theories, practices and methodologies of engineering, drafting and other fields applicable to the requirements of the position. Has the ability to assimilate both technical and theoretical concepts and apply the knowledge in creative and intuitive ways to solve unique problems. Is able to make sound educated decisions. Has the ability to take the initiative to complete the duties of the position with limited direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments

efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Ability to make sound, rational decisions in the design, operation and maintenance of safety sensitive pedestrian, bicycle, and vehicular rights-of-way. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Works under the responsible charge of a Professional Engineer (P.E.) and as such, communicates progress with, escalates issues to, and

implements direction of supervising P.E. for all engineering related assignments.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgement in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Ability to coordinate department activities and maintain effective relationships with other City departments, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Ability to react professionally at all times, dealing with sensitive situations with tact and diplomacy.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, technical calculator, telephone, surveying instruments, drafting instruments. Requires the knowledge of and skill in the use of computer-aided design technology. Requires the safe operation of City vehicles for attendance at site visits.

**Verbal Aptitude:** Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Ability to speak and understand the English language. Ability to read and interpret complex materials pertaining to the responsibilities of the job. Requires the knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Requires the ability to apply algebraic and basic calculus concepts and algorithmic and modeling techniques in areas such as engineering design and alternative cost analysis.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in

sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies. Must possess good health and reflexes to move in and out of adverse traffic conditions, night inspections for street lights and under bridge inspections.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability. Need good reflexes as well as coordination and judgement for field inspections and studies.

**Environmental Factors:** Office tasks are regularly performed without exposure to adverse environmental conditions. Field tasks require exposure to traffic hazards. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*Janice "Nan" Bennett*  
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Utilities Director

17 JAN 2024  
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Date