

City of Dunedin, Florida

Class Description

JOB TITLE: Resident Engineer - Construction Administration

Public Works & Utilities Department

Engineering Section

GENERAL STATEMENT OF JOB

This is a supervisory position involved in highly complex construction activities in the City right-of-way, on City owned lands, as well as the City's water and wastewater treatment plants. This work is of an advanced nature dealing with critical city departments, agencies, and officials. This position performs with a high degree of independence and decision making authority and is responsible for performing various in-field and administrative functions involving contracted services for infrastructure construction, major repair, replacement, rehabilitation and/or renovations of City capital infrastructure. Infrastructure responsibilities include roadways, stormwater and utilities, plant work and vertical structures. This position works with professional judgment and independent decision making within established guidelines under the supervision of the Engineering Division. The incumbent administers projects and ensures targets and requirements are met and assignments, projects, operations, or services are completed and delivered on schedule and within budget. Work is reviewed through reports, observations, and obtained results. The incumbent works closely with all internal and external organizations, and City Administration leadership to ensure successful completion of assigned responsibility. The position reports to the Public Works & Utilities Director / City 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.

May initiate, plan, and manage assignments and projects and provide recommendations for infrastructure replacements, major repairs, retrofits, upgrades, and renovations.

Reviews plans, specifications, cost estimates, and schedules prepared by others for completeness and accuracy.

Develops/assists in development of scopes of work, technical specifications, requests for bid, deliverables, and other requirements for projects supervised and produced by Engineering.

Researches and gathers required data to evaluate objectives, goals, and scope of projects and specifications.

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Experienced and effective in interpersonal skills, communications, team building, supervision of employees, networking, and productive negotiations.

Keeps detailed records and accounts of contract work performed and warranty issues related to City infrastructure; and ensure same of subordinate construction inspectors reporting to this position.

Ensures project files contain all correspondence related to a project from the estimates and bidding documents through construction phases; including plans, specifications, change orders, requests for information, invoices and backup documentation, and closeout materials.

Maintains contact with contractors and other related professionals engaged with the City to ensure completion of projects within time frame and allowable budget.

Supervises and advises City inspectors in their duties to ensure contract work is performed in adherence to contract documents, specifications, principles of quality workmanship, and meeting local, State, and Federal codes and guidelines, as well as City policies and standards.

Skilled at identifying, analyzing, isolating problems, and problem resolution.

Ability to coordinate, lead, and supervise work completed or performed by others, and to manage and organize major projects and programs.

Ability to work independently, with minimal guidance or supervision, and to make critical decisions affecting a project in a timely manner.

Ability to facilitate management level teams and to bring teams to consensus decisions.

Evaluates progress on assigned subject matter area of responsibility, monitors progress, and reports to senior management.

Analyzes results, monitors and documents progress, evaluates changes, and negotiates change management implementation.

Prepares and/or reviews pay estimates for completeness and accuracy.

Develops and establishes appropriate communications and manages the dissemination of information to all levels of city employees.

Examines and evaluates best practices of other departments, governments, agencies, or private sector organizations for potential departmental process improvements.

Maintains liaison role with other departments during procurement, construction and close-out phases of projects.

Coordinates project turnover to departments / divisions upon completion.

Monitors and evaluates the planning activities and status of implementation to ensure that the department is following the direction established during strategic planning.

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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.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree with major coursework in Construction Management, Engineering, or related field, and five (5) years of verifiable work experience in the administration, management, and review of the construction of public utilities projects.

Experience in water and wastewater plant construction, commissioning and decommissioning, and project handover.

Experience working in project teams for design-build; projects management certification preferred.

Possession of Florida Department of Transportation (FDOT), Florida Water and Pollution Control Operators Association (FWPCOA), and Florida Department of Environmental Protection (FDEP) inspection certifications in sewer collection systems, pipeline assessment, maintenance of traffic, asphalt, concrete, earthwork, and sediment and erosion control is a plus.

SPECIAL REQUIREMENTS

Must possess a Professional Engineering certification from the State of Florida, and maintain said license certification throughout incumbent's employment with the City of Dunedin.

Florida Driver's License and endorsements, if any.

Assignment to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations.

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 Resident / Construction Engineer. 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 knowledge of the principles, theories, practices and methodologies of engineering, drafting and other fields applicable to the requirements of the position. Knowledge of general

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management practices and principles, and procedures of public administration and project management. Knowledge of plant process design and construction procedures for water and wastewater facilities / infrastructure. Knowledge of automated project management documentation, tracking, and control processes. Has the ability to make critical decisions without the need of 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.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment 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, engineer's scale, surveying instruments, and drafting instruments. Requires the knowledge of and skill in the use of computer-aided design technology, and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc. Requires the safe operation of City vehicles for attendance at meetings, conferences, and 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 advanced algebraic and calculus concepts and algorithmic and modeling techniques in areas such as engineering design and alternative cost analysis. Requires the ability to use principles of probability and statistical inference.

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 major problems that require complex planning for interrelated activities that can span one or several

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work units. Must possess 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.

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: Field work requires the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 - 20 pounds). Office 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.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions; field work may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, machinery and traffic hazards, smoke/dust/pollen, and noise extremes. 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.



Public Works & Utilities Director / City Engineer

11/15/17

Date