

## City of Dunedin, Florida

### Class Description

#### **JOB TITLE: Resident Construction Manager**

Public Works & Utilities Department

Engineering Division

#### **GENERAL STATEMENT OF JOB**

This is a supervisory position involved in highly complex and routine construction activities on projects within the City right-of-way, on City owned lands, in the City's water and wastewater treatment plants, as well as private developments. Work is of an advanced nature, and includes construction administration of stormwater and pavement management projects, site review, and CIP implementation. The incumbent works closely with internal and external organizations/stakeholders, and City Administration leadership to ensure successful completion of assigned responsibilities. The incumbent works with professional judgment and independent decision making within established guidelines; consults and advises the Department Director on the applicable programs/projects. Work is reviewed through reports, observations, and obtained results. This 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.***

This position performs with a high degree of independence and decision making authority and is responsible for 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. Additional responsibilities include supervision of inspections required of facilities for private development projects.

Administers projects and ensures targets and requirements are met, while assignments, operations, or services are completed and delivered on schedule and within budget.

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, constructability, and accuracy.

Responsible for supervising site development permit inspections and providing appropriate sign-offs.

Provides expertise and guidance as a support staff member of the Capital Program Committee (CPC) by reviewing projects, evaluating cost estimates, scopes of work, and attending CPC meetings, as required.

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

**Resident Construction Manager, Engineering Division,  
Public Works & Utilities Department**

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

Keeps detailed records and accounts of contract work performed and warranty issues related to City infrastructure; and ensures 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 frames and allowable budget.

Supervises and mentors 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, ordinances, and standards.

Supervises and advises site development review to ensure adherence to local, State, and Federal codes and guidelines, as well as City policies, ordinances, and standards.

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 project change orders and work change directives.

Prepares and/or reviews invoices and pay applications for completeness and accuracy.

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

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

**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.

Resident Construction Manager, Engineering Division,  
Public Works & Utilities Department

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree with major coursework in Construction Management, Engineering, or related field, and a minimum of seven (7) years of verifiable work experience in the administration, management, and review of public works / utilities construction projects.

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

Experience in the construction of public facilities, including potable water, reclaimed water, sanitary sewer, stormwater culverts and structures, etc.

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

Computer skills, including Microsoft products (Word, Excel, PowerPoint, Outlook, etc.). Ability to create and manipulate documents and spreadsheets is required.

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 preferred.

**SPECIAL REQUIREMENTS**

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

Possession of a current Professional Engineering license / certification from the State of Florida is preferred.

This is a Category A 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 A employees are 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 Resident Construction 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 knowledge of the principles, theories, practices and methodologies of engineering, drafting and other fields applicable to the requirements of the position. Knowledge of general management practices and principles, and procedures of public administration and project management. Knowledge of plant process design and construction procedures for water and

**Resident Construction Manager, Engineering Division,  
Public Works & Utilities Department**

wastewater facilities / infrastructure. Knowledge of erosion and sediment BMP's. Knowledge of automated project management documentation, tracking, and control processes. Skilled at identifying, analyzing, isolating problems, and problem resolution. Ability to coordinate, lead, and supervise work completed or performed by subordinates. Able to manage the hire and retention of staff, including coaching, counseling, disciplinary actions, and writing evaluations. Able to manage the construction of complex City projects for public works, utilities, parks, and other disciplines as required. Ability to work independently and make critical decisions with minimal guidance or supervision, and to make decisions affecting a project in a timely manner. Ability to facilitate management level teams and to make and execute decisions. Has the ability to plan, organize and prioritize daily assignments and work activities. Ability to understand, speak and write the English language. 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. Proven experience in effective interpersonal skills and communications, team building, supervision of employees, networking, and productive negotiations. This includes both internal and external customers. 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. Reacts professionally at all times, handling 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 effectively speak the English language and present to groups of various sizes. 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

Resident Construction Manager, Engineering Division,  
Public Works & Utilities Department

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 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.

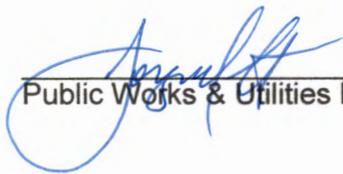
**ADA COMPLIANCE**

**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

6/22/2020  
Date