**BOARD OF COUNTY COMMISSIONERS**
**AGENDA ITEM SUMMARY**

Meeting Date: November 16, 2011 Division: Public Works/Engineering

Bulk Item: Yes X No ___ Department: Project Management

Staff Contact Person/Phone #: Jerry Barnett X4416

**AGENDA ITEM WORDING:** Approval to advertise for a Senior Project Manager position with Project Management.

**ITEM BACKGROUND:** The Engineering/Project Management staff has been reduced by more than half within the last two years. Previously dormant projects such as the Conch Key Fire Station and the Stock Island Fire Station are now materializing. A new set of projects under development to comply with statutory mandates, ADA Compliance, cost reduction projects such as Jackson Square and the Thomas Street Parking Facility, and quality of life projects such as the TDC funded projects, are ready to execute. Project Management now requires a Project Manager to meet the increased workload.

**PREVIOUS RELEVANT BOCC ACTION:** N/A

**CONTRACT/AGREEMENT CHANGES:** N/A

**STAFF RECOMMENDATIONS:** Approval as stated above.

**TOTAL COST:** Advert $900 **INDIRECT COST:** _____ **BUDGETED:** Yes X No ___

**DIFFERENTIAL OF LOCAL PREFERENCE:** N/A

**COST TO COUNTY:** $51,235 - $64,043 per year **SOURCE OF FUNDS:** Fund 304

**REVENUE PRODUCING:** Yes ___ No X **AMOUNT PER MONTH** ____ **Year** ____

**APPROVED BY:** County Atty ___ OMB/Purchasing ___ Risk Management ____

**DOCUMENTATION:** Included X Not Required ____

**DISPOSITION:** _____ **AGENDA ITEM #** _____

Revised 7/09

# MONROE COUNTY
# PUBLIC WORKS & ENGINEERING DIVISION

## M E M O R A N D U M

**DATE:** 25 October 2011

**TO:** County Administrator Approved:

**FROM:** Kevin Wilson

**SUBJECT:** Approval to Advertise &and Fill Sr. Project Manager Vacancy

I concur with Jerry Barnett's analysis (copy attached).

**Action Requested:** Approval to advertise and fill the attached Senior Project Manager position in the Project Management Department.

**Basis for Recommendation:**

1. In the last two years Engineering staff has been reduced by more than half. Many projects dormant for years (Conch Key FS, Stock Island FS) are now moving. A new set of projects under development to comply with statutory mandates (ADA compliance), cost reductions (Jackson Square, Thomas Street parking), or quality of life (TDC funded) are ready to execute.
2. The consolidation of Engineering and Public Works eliminated two managers in Public Works and effectively eliminated a project manager (a doer) from the Project Management Department.
3. Project Management is making increased use of continuing services contracts for the feasibility and design work. The number of those projects has increased significantly with a corresponding need for another experienced project leader.
4. Failure to put a replacement in place risks delaying several important projects that have finally reached execution phase, or worse, inadequate supervision of these projects risks schedule and cost control.

**Background:**

The consolidation of Public Works and Engineering eliminated two managers in Public Works. This proposal adds a project manager position (a doer) to the Engineering staff. This is essential to execution of the increased project load. That increased project execution load results from the consolidation of Public Works and Engineering and the resultant addition of the lower Keys TDC projects to the Project Management workload at the same time several large projects are moving into execution phases. These include ADA transition, Conch Key Fire Station, and Stock Island Fire Station, development of space consolidation projects at Jackson Square (Thomas Street parking and renovation of the JBB building) along with a large number of feasibility and TDC projects initiated by the Project Management Department. Additionally, I hope to fill this position with a person who might ultimately become the next generation Director of Project Management.

I considered carefully your guidance to find another position to eliminate to maintain the overall County headcount unchanged after the addition of this position. I've concluded that the only vacant positions that might be considered are Public Works field positions, exactly the ones your one-on-one meetings with the staff concluded were the most important to fill.

COUNTY of MONROE
KEY WEST FLORIDA 33040
(305) 294-4641

**BOARD OF COUNTY**
Mayor Heather, Carruthers, District 3
Mayor Pro Tem, David Rice, District 4
Kim Wigington, District 1
George Neugent, District 2
Mayor Sylvia J. Murphy, District 5

Monroe County
Project Management Department
1100 Simonton Street
Key West, FL 33040
(305) 292-4429
Fax (305) 295-4321

# MEMORANDUM

TO: Kevin Wilson

FROM: JAB

DATE: 10/11/11

SUBJECT: Justification for new position

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As we begin the new fiscal year there has been some reorganization of Engineering and Public Works. This has shifted many of the projects handled by former Public Works personnel (King and Gates) to the Project Management Department (PM).

There was also the elimination of the position formerly held by you which was that of a project manager for PM plus PM is now sharing its administrative staff with WW and ES.

We are currently compiling the first of many RFPs for the ADA compliance issues defined in the ADA Transition Plan. This is a five year, five million dollar project that will require one full time employee. There will be many RFPs, Agenda items, Contracts, inspections, pay applications and close outs associated with this project. At present we are having difficulties diverting time from our current projects to devote to ADA Transition Plan requirements.

Project Management has also entered into a period of heavy work load due to approval of projects that have been on the list for some time; Conch Key Fire Station, Marathon Courthouse renovation, Stock Island Fire Station as well as many smaller projects funded by the TDC.

Currently Project Management has only two employees (Mike and I) dedicated to PM and two (Ann and Holly) that are shared with other departments.

Therefore I am requesting that the additional position of Sr. Project Manager be added to the Project Management Department.

# MONROE COUNTY

## JOB DESCRIPTION

| | | |
|---|---|---|
| **Position Title:** SENIOR PROJECT MANAGER | | **Date:** |
| **Position Level:** 11 | **FLSA Status:** Exempt | **Class Code:** 11- |

### GENERAL DESCRIPTION

Primary function is the management of numerous and varied types of projects including, but not limited to construction projects, studies, assessments, cost estimates, and research tasks for the Monroe County Project Management Department. The position will at times include some supervision of Department staff and coordination with Architects, Engineers, Contractors and other Government entities (City, County, State and Federal).

### KEY RESPONSIBILITIES

1. * Manages construction projects and other projects such as, studies, assessments, cost estimates and research tasks.
2. * Assists with design services for construction projects.
3. * Prepares or reviews project manuals, RFPs, RFQs, and Addenda for various types of projects including construction projects.
4. * Prepares technical specifications.
5. * Reviews plans and specifications for projects.
7. * Reviews Change Order requests and provides recommendations.
8. Investigates complaints and provides solutions.
9. Assists in development of the County's capital projects plans
10. Assists with preparation of permit applications and related documentation and drawings to the Building Department, FDOT, FDEP, ACOE, US Fish and Wildlife, etc., and responds to agency comments.
11. * Prepares technical reports following the investigation and research of an assignment.
12. Researches technical product information.
13. * Prepares costs analysis for projects.
14. * Prepares correspondence, makes project specific presentations to County management and public.
15. Assists with the training of project managers and inspectors.
16. Other duties as assigned.
17. Must be available for duty during County Emergencies.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

| **Position Title:** SENIOR PROJECT MANAGER | **Class Code:** 11- | **Position Level:** 11 |
|---|---|---|

| **KEY JOB REQUIREMENTS** | |
|---|---|
| *Education:* | Bachelor's Degree required. Major(s) preferred: management, engineering, or construction related field. |
| *Experience:* | 5 to 7 years. |
| *Impact of Actions:* | Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department. |
| *Complexity:* | Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems. |
| *Decision Making:* | Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Indepenent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities wtihin a work unit or while completing a project. |
| *Communication with Others:* | Requires regular contacts to carry programs and to explain specialized matters. Also requires continuing contact with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures. |
| *Managerial Skills:* | Responsible for making recommendation within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. |
| *Working Conditions/ Physical Effort:* | Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury. |
| *On Call Requirements:* | On call 24 hours pending disasters and emergencies. |
| *Other:* | Requires Florida Drivers License. Previous experience with the County in an engineering position is preferred. |

**APPROVALS**

*Department Head*:

Name: Jerry A. Barnett Signature: _____ Date: _____

*Division Director:*

Name: Kevin Wilson, PE Signature: _____ Date: _____

*County Administrator*:

Name: Roman Gastesi Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____