MONROE COUNTY

JOB DESCRIPTION

Position Title: PROJECT MANAGER		**Date**:
Position Level: 10	**FLSA Status**:	**Class Code**:

GENERAL DESCRIPTION

Primary function is the management of numerous construction projects. Supervises inspectors involved, reviewing their work and ensuring quality and completion in a timely manner of these projects.

KEY RESPONSIBILITIES

1. * Manages buildings, parks and other construction projects.
2. Performs inspection review services for buildings and other construction projects.
3. * Reviews project manuals for construction projects.
4. * Reviews technical specifications.
5. * Reviews plans and specifications for construction projects.
6. * Provides training and supervision for inspectors
7. * Reviews change order requests and provides recommendations.
8. Investigates complaints and provides solutions.
9. Reviews construction contracts.
10. Assists with preparing 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 construction projects.
14.* Prepares correspondence.
15. Attends weekly project and coordination meetings.

* 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.

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KEY JOB REQUIREMENTS	
Education:	Bachelor's Degree preferred, not required. Major(s) preferred: Construction related field.
Experience:	3 to 5 years with degree, 5 to 7 without degree.
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: N/A Signature: _____ Date: _____

Division Director:

Name: David S. Koppel, PE Signature: _____ Date: 9-30-05

County Administrator:

Name: Thomas J. Willi Signature: _____ Date: 9/30/05

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

Name: _____ Signature: _____ Date: _____