

MAJOR FUNCTION

This is responsible supervisory and technical work in the inspection and contract administration of all types and phases of City public works, related construction and capital construction, maintenance and renovation projects. Work involves responsibility for administering contracts associated with public works construction and for supervision of inspection of construction projects to insure conformity to plans and specifications. Work is performed under the general supervision of an Assistant City Engineer or Program Architect and is reviewed through observations, conferences, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns and reviews the work of subordinate personnel or consultants. Supervises inspection of construction projects for conformity to plans and specifications. Conducts pre-bid meetings and pre-construction conferences. Reviews, prepares and approves minor change order requests. Reviews and recommends approval of construction contract pay requests. Reviews, prepares and makes recommendations for major change order requests. Reviews contractor's pre-qualification applications for approval or rejection. Monitors work order budgets. Consults with architects and engineers regarding feasibility, costs and construction problems. Reviews and writes construction specifications. Solicits bids and coordinates construction work for minor construction projects. Issues verbal and written requests and instructions to contractors and developers. Prepares operating and construction contract budgets. Responds to citizen complaints involving construction projects. Consults with other departments regarding construction problems and schedules. Trains and instructs subordinate personnel in proper methods of construction inspection and techniques, as applicable. Makes recommendations concerning the hire, promotion, discipline, grievance resolution, and dismissal, as applicable. Conducts performance evaluations and recommends approval or disapproval of merit increases, as applicable. Performs related work as required.

Facilities Management: In addition to the above duties, positions assigned to Facilities Management perform project management, including the programming, planning, design and construction documents phases of capital building projects. The position manages the work of professional consultants and may not have occasion to supervise, oversee or direct the work of other City employees on an on-going basis.

Other Important Duties

Reviews and approves contractors' pre-qualification applications. Keeps abreast of innovations, developments and improvements in general and specific areas of responsibility. Performs related duties as required.

Facilities Management: Writes, applies for and administers grants. Participates on selection committees for other departments.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the modern principles, techniques and practices regarding contract administration. Thorough knowledge of the modern principles, techniques and practices of construction and construction inspection. Thorough knowledge of the basic principles of civil engineering, as related to construction inspection. Thorough knowledge of mathematics through trigonometry and plane geometry. Considerable knowledge of laws relating to the construction industry. Ability to read and interpret engineering and architectural plans and specifications. Ability to

write construction specifications. Ability to make technical inspections and enforce regulations. Ability to maintain records and reports. Ability to plan, review, and assign work of subordinate personnel. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to communicate effectively, orally and in writing. Ability to use microcomputers and some associated programs, applications and databases for scheduling, cost estimating, project management and other applications necessary for successful job performance. Skill in the use of computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or building construction or a related field and four years of technical experience that includes inspecting public works construction projects with at least two years of public works contracts administration; or an equivalent combination of training and experience.

Facilities Management: Possession of a bachelor's degree in architecture, civil or mechanical engineering, building construction, construction management or a related field and four years of professional experience that includes planning, design and construction of commercial building projects; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Facilities Management: Must hold State of Florida registration as Architect or Professional Engineer or a Florida General Contractor's license.

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