

**MAJOR FUNCTION**

The purpose of this position is to plan, budget, manage and administer the design and construction process for capital improvement projects initiated by the City of Tallahassee (City). This is highly 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 is performed with considerable independence requiring the exercise of professional judgment and involves responsibility for administering contracts associated with public works construction and for supervision of inspection of construction projects to ensure conformity to plans, specifications, schedules and budget. Work is performed under the general supervision of City Engineer, Program Architect, Facilities Director or similar position and is reviewed through observations, conferences, and by results obtained.

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

Manages the construction and renovation of City buildings. Provides direct management of new capital construction and renovation projects. Provides direct management and coordination of the architectural and engineering teams, developing design solutions for capital projects. Provides direct management and coordination of construction contractors commissioned by the City. Interfaces with various City staff and members of the leadership team during the capital project design and construction process. Approves and processes design and construction pay requests associated with the capital project delivery process. Facilitates and manages the adherence of all parties to the overall project schedule and budget. Develops managerial tools useful to define contractual requirements with design and construction professionals. Manages the overall project budgets and schedules and assures a quality finished product in keeping with the needs of the City. Administers the capital project planning process for capital improvement projects scope and requirements. Interfaces with City staff to determine and define planned capital project scope and requirements. Develops overall capital project budget estimates. Develops overall capital project development schedules. Coordinates with Facilities staff in the development of capital improvement plan budget requests. Administers the process of capital project design. Initiates, coordinates, and manages the design professional selection process. Coordinates, processes, and negotiates the contract development and approval process for design professional contracts associated with capital projects. Manages and facilitates the project design schedule. Reviews and approves capital projects and phase development documents. Approves and processes invoices from design professionals. Coordinates with end users during all phases of the design process. Represents the City in all matters associated with the capital project design process. Administers the process of capital project construction. Initiates, coordinates, and manages the construction manager at risk selection process. Coordinates and manages the capital project bidding process. Negotiates, develops, and processes construction contracts and associated contract amendments, change orders, and contract modifications. Coordinates, facilitates, and manages the various elements, documentation, payment process, and issues associated with the construction process. Represents City in all matters associated with the construction process. Facilitates and maintains communication and a working relationship between all parties during the construction process. Assists City management in developing and implement various computerized systems necessary and useful to City operations. Manages the development and implementation of a document management system to ensure that capital project files, drawings, submittals, operations manuals, and other important documents are preserved in compliance with State law and the needs of City. Assists in developing other systems where deemed appropriate by city leadership.

**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.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the policies, procedures, and practices of City divisions and departments. Knowledge of standard building codes and fire codes. Knowledge of contract administration, project management, tracking, and report methods. Knowledge of specification writing and request for proposals and bid developments. Ability to provide cost estimates for projects. Ability to read and interpret plans, sketches, and specifications to determine conformity with regulations. Ability to exercise sound independent judgment and tact. Ability to prepare and present technical and administrative reports clearly and concisely, both orally and in writing. Ability to plan, assign, instruct, review, and evaluate work assignments of general contractors and architects. Skilled in working effectively with staff, general contractors, architects, and the public. Ability to speak in front of large groups and relay information for all parties to understand the status of projects. Ability to interpret and administer all phases of commercial construction. Knowledge of modern techniques, procedures, and practices of efficient construction management, including planning, design, site development and building components (structural, mechanical, and electrical).

**Minimum Training and Experience**

Possession of a bachelor's degree in civil engineering, 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.

**Necessary Special Requirements**

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

Must be a registered Professional Engineer or Licensed Architect in the State of Florida at the time of application.

Established: 07-10-19