

**MAJOR FUNCTION**

This is a highly responsible professional, technical, and supervisory, position planning and managing special capital projects and other major developments to support community resilience and sustainability. Duties are performed with considerable independence and discretion, requiring the exercise of extensive judgment and initiative in day-to-day operations. Important contacts are required with the public, neighborhood groups, businesses, business groups, officials of county, state and federal agencies, and consulting engineers. Work is performed under the general supervision of a Division Manager or Department Director who reviews the work through conferences, evaluation of completed projects, and analysis of reports.

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

Plan, develop, and help implement capital projects, as well as other major rehab and construction projects. Evaluates existing and proposed facilities/projects for opportunities to incorporate sustainability and resilience concepts/features and helps facilitate their inclusion. Expedites the development of major City projects through coordination with the public, other City departments, and county, state, and federal agencies. Assist with the implementation of CDBG-funded Capital Improvement Program, affordable housing, and multi-family housing projects. Coordinate the Department's participation in the Hazard Mitigation Grant Program, as well as other mitigation and resilience-related grant opportunities. Oversees contracts associated with planning, design, and construction services, including Project Development and Environment (PD&E) Studies. Serves as lead staff over Affordable Housing development and other Special Projects Teams. Develops and administers stakeholder/public input processes for capital projects and other related projects, as appropriate. Keeps the community and other stakeholders advised and informed about the progress of specific projects through presentations, reports, and other public outreach efforts. Prepares reports and provide updates on milestones, outcomes, and metrics associated with projects. Educates internal and external customers on design concepts, environmental assessments, and other aspects of project development. Assists with coordination of grant proposals and management of grants awarded. Provides technical support to other City departments for capital projects, construction projects, and other related projects.

**Other Important Duties**

Identify potential funding sources and financial incentives for incorporating sustainability and resiliency into capital projects. Attends and represents the City/department at meetings, conferences, seminars, workshops, public hearings, and other functions as required. Performs essential personnel duties during emergency response. Performs other work as assigned.

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

Considerable knowledge of planning, design, construction, operations and maintenance principles and practices in the areas of residential and commercial construction, as well as roadway, stormwater, and other capital improvement projects. Considerable knowledge of local, state, and federal regulations as they pertain to capital projects and building rehab and construction. Knowledge of sustainability and resilience principles and practices, especially as they relate to planning, design and construction. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, orally and in writing. Ability to work effectively with citizens, neighborhoods, and internal and external agencies. Skills in public deliberations and capital projects planning and design. Skill in the use of microcomputers and the

associated programs and applications necessary for successful job performance. Possesses management style and values that are consistent with the City of Tallahassee's mission and values.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, engineering technology, architecture, construction management, project management or a related field and five years of professional and administrative experience in planning, design and construction of major residential, commercial and other capital projects that includes project planning, management, and/or inspection; or an equivalent combination of training and experience.

Necessary Special Requirements

A valid class E State driver's license is required at the time of appointment.

Possess a Professional Engineer, Architecture, Construction Management, and/or Standard Building Inspector license issued by the State of Florida at the time of appointment, or meet the eligibility requirements to obtain such certification at the time of appointment and obtain within one year of employment as a condition of continued employment in the position.

Established: 01-03-05  
Revised: 07-19-12  
12-14-13  
12-19-20  
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