

## **JOB DESCRIPTION**

**JOB TITLE:** PROJECT MANAGER/PLANNER

**GRADE:** 117

**DEPARTMENT:** PUBLIC WORKS/UTILITIES/COMM. DEV. **FLSA:** NON - EXEMPT

**SALARY:** \$39,998.40 - \$60,008.00

### **GENERAL DESCRIPTION OF WORK:**

This is a highly professional and technical position involving 1) the review and examination of new development, redevelopment, engineering, public works, utility, and capital improvement plans, mapping, design, and specifications for compliance with land development regulations, industry standards, etc., 2) design, drafting, development, review, and management of park, site development, and beautification projects involving exterior spaces and physical environments such as landscapes, recreational parks, passive parks, trails, open spaces, and water diversion/collection projects, 3) participation in the development of master plans for the City, 4) preparation of preliminary studies, research, working drawings and sketches, and 5) advanced clerical and accounting work related to specially funded projects. An employee in this class exercises independent judgement, initiative, and discretion.

Work may involve processing documents and data, maintaining computer files, referencing and retrieving data along with maintaining associated records. Travel may be required dependent upon current, on-going, and/or future projects, but normally scheduled work hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m. with occasional overtime to complete special projects as assigned.

### **ESSENTIAL JOB FUNCTIONS: Project Manager/Planner**

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned through the coordination of the City Manager, City Engineer/Public Works Director and Community Development Director.

- Knowledge of project management, construction, urban and community planning, engineering, and other related principles and practices
- Plans, develops, and/or conducts special studies and/or research for projects as directed by City Manager or City Engineer/Public Works Director
- Coordination with consultants during project development, design, and construction as well as coordination with regulating agencies, grant administrators, etc.
- Preparation, advertisement, distribution, and administration of construction contracts and bid documents and development of procurement schedule including pre-bid meetings, bid opening dates, etc.
- Assists with the preparation, drafting, revision, research, or coordination of text or graphics to be used as regulating City development standards (i.e.: utility detail and specifications, land development regulations, etc.)
- Performing technical reviews of considerable difficulty on professionally prepared documents for proposed development (i.e.: subdivision, redevelopment, commercial), capital improvement and construction projects

- Assists with field verification/inspection of projects, specifically the installation of plant material
- Involved in the preparation and coordination of in-house designs and specifications for construction projects including assisting in the preparation of quantity take-offs and cost estimates
- Familiarity with performance standards related to land development, Form Based Codes, New Urbanism and incentive based land development codes that are practical and have been implemented
- Processes contracts, change orders, and pay applications for payment, and assists in tracking punchlist items, processing of final pay requests, evaluating final project costs, and the close-out of projects
- Maintains accurate project and account records including mapping, as-builts, etc.
- Prepares routine documents, letters, memoranda, and correspondences related to assigned projects
- May attend meetings and/or workshops related to assigned projects

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of general planning and engineering principles and practices, contract documents, including the ability to interpret, monitor and process pay requests, change orders and other project cost accounting
- Ability to design and draft landscape plans and assist in the layout of plant material
- Ability to read and interpret complex engineering plans, aerial photos and maps
- Knowledge of FDOT standards, specifications, and indexes
- Knowledge of landscape and design principles, plant material, and familiarity with Florida-friendly landscaping principles and practices
- Ability to recognize errors within related projects and take corrective action
- Ability to interpret applicable legislation, rules and codes
- Ability to present ideas and findings clearly and concisely in written, oral or graphic form
- Ability to establish and maintain effective working relationships with department heads, outside agencies, contractors, consultants, property owners and the general public
- Familiarity with MS Office, Adobe Creative Cloud, AutoCAD and ArcGIS
- Knowledge of business English, office procedures, multi-disciplinary industry terms
- Ability to operate a computer, calculator, and related equipment

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited four year college or university with a Bachelor's degree in Urban Planning, Landscape Architecture, Civil Engineering, or related field. Five (5) years of progressive experience in a combination of two (2) or more of the following fields: project management, construction, civil engineering, or other related field AND urban planning, landscape architecture, horticulture, or other related field. Two (2) years of experience with a governmental or regulatory agency is preferred.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

Must possess a valid driver’s license.

**SUPERVISION RECEIVED:**

Work is performed under the general supervision of the City Manager, City Engineer/Public Works Director, and/or Community Development Director. This position is funded by multiple departments and work will be distributed and coordinated accordingly. Work is reviewed through periodic conferences, observation, production output, etc.

**ADA COMPLIANCE:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-25 pounds). This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Tasks may involve extended periods of time at a keyboard or work station accessing, imputing, and retrieving information.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud.

"The City of Dade City is an Equal Opportunity Employer." In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**EMPLOYEE/APPLICANT SIGNATURE REQUIRED**

I \_\_\_\_\_ hereby acknowledge receipt and review of this job description with the City Manager, City Engineer/Public Works Director, and Community Development Director. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the environmental conditions related to performing the essential functions. I have been advised of any required licenses for this position and will maintain them if currently held or will obtain them within a time period specified.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)