

**MAJOR FUNCTION**

This is responsible professional work implementing planned capital projects. The incumbent is responsible for project details from start to finish, which includes contract administration and project inspection as well as the oversight of the permitting process and implementing environmental management plans. The work is performed under the administrative direction of a higher-level supervisor and is reviewed through observations, conferences, reports, and by results obtained.

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

Reviews the work of design professionals, construction inspectors, and contractors during the construction phase of capital projects; reviews, prepares and approves minor change order requests; reviews, prepares and makes recommendations for major change order requests; conducts pre-bid meetings and pre-construction conferences; reviews contractors' pre-qualification applications for approval or rejection; issues verbal and written requests and instructions to contractors. Maintains accurate project record keeping; transmits project information to funding agencies; approves information requests and pay requests; monitors work order budgets. Monitors departmental compliance with grant obligations and passenger facility charge requirements as it applies to the construction phases of capital projects. Monitors departmental compliance with applicable environmental regulations. Coordinates capital project construction phases with applicable parties such as tenants, neighbors, other City departments, the FAA, and the Florida Department of Transportation. Prepares presentations on programs to the department director, various City and County boards, commissions, and other bodies. Oversees inspection of construction projects for conformity to plans and specifications; reviews and writes construction specifications. Responds to citizen complaints involving construction projects. Performs related work as required.

**Other Important Duties**

Assists in the selection of design professionals for individual projects. Carries out appropriate conservation management projects. Performs related work as required.

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

Thorough knowledge of modern construction, contract management and construction inspection procedures, techniques, and problems. Thorough knowledge of environmental and building processes. Thorough knowledge of all applicable rules, regulations and advisory circulars pertaining to capital project development in specific area of responsibility. Thorough knowledge of basic principles of civil engineering as related to construction inspection. Considerable knowledge of environmental rules as they apply to specific area(s) of responsibility. 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 establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively, orally and in writing. Skill in the use of a microcomputer and the associated programs and applications needed for scheduling, cost estimating, project management and related work details, when appropriate.

**Minimum Training and Experience**

Possession of a bachelor's degree in building construction, architecture, environmental science, engineering or a related field and four years of professional experience in construction management, facilities construction, or construction project development; or an equivalent combination of training or experience.

Public Works: Possession of a bachelor's degree in building construction, architecture, civil engineering or a related field and four years of professional or technical experience that includes construction inspection or testing on construction of public works or 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.

Aviation: In accordance with 49 CFR Part 1542, employee must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 10-17-00

Revised: 09-15-03

09-22-03

09-15-09\*

10-10-09