
City of DeFuniak Springs – Project Manager

FLSA STATUS: Exempt (Learned Professional)
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Administration
REPORTS TO: City Manager

The City of DeFuniak Springs is an Equal Opportunity and Drug Free Workplace Employer.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

JOB SUMMARY:

Under the administrative direction and supervisor of the City Manager, the Project Manager, is an advanced technical position related to involving but not limited to administrative and professional work in planning, organizing, directing, auditing, identifying concerns, monitoring costs, milestones, and overall project completion within designated budget and timeline. The Project Manager oversees a project from start to finish, ensuring schedules and budgets are followed.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Oversees the daily workflow related to assigned city projects and their development.
- Serve as liaison between City Manager, Directors, staff and engineers to ensure that organizational needs are met.
- Communicate with project personnel to determine project requirements and objectives.
- Participates in development review process.
- Create and maintain a comprehensive project(s) file.
- Collaborate with clients, supervisory staff, contractors, and design professionals to discuss and resolve problems, including work procedures, complaints, and construction or design issues.
- Ensures compliance with federal, state, local, industry, contractual and city code regulations, standards, specifications and best practices.
- Oversees contract negotiations, revisions, change orders and adherence by all parties.
- Monitor cost incurred by project staff to identify budget issues.
- Monitor project progress, drafting and distributing periodic progress reports for leadership.
- Coordinate and assist in the preparation of contract documents, permitting, agreements, and related documents.
- Assist, participate in, and coordinate public meetings, contractor meetings, consultant meetings and other meetings related to functional area and projects assigned.
- Attends city meetings and workshops as required.
- Participates in and completes special projects as required.
- Participates on committees and with events as needed.
- Serves as coordinator of special projects as assigned by the City Manager.
- Ensures safety standards and guidelines are followed on the jobsite and all safety codes are met.
- Assist in prioritizing and coordinating city projects; coordinate scheduling with other departments and agencies if needed to ensure completion within established timeframes.
- Assists the City Manager in the preparation and review of engineering plans and specifications, bidding, project management, or capital projects.

- Receives citizen and business complaints; coordinates correction of such complaints within assigned areas or forwards to appropriate staff; maintain documentation.
- Conducts field reviews of projects to ensure adherence to established standards, plans, specifications, and applicable requirements.
- Prepares regular status reports on progress of projects and maintains documentation based on records retention applicable laws.
- Review project objectives and schedules.
- Develop and maintain a good working relationship with a variety of people, including owners, managers, designers, supervisors, tradespersons and craft workers.
- Identify project success and areas of improvement in future projects.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Seeks professional self-improvement through continuing education, training and/or seminars.
- Keeps abreast of current developments in the field by attending meetings, reading current professional journals, and holding individual conferences with comparable officials in neighboring jurisdictions.
- Identifying future needs of the department with planning and development.
- Performs other duties as directed by the City Manager

KNOWLEDGE, SKILLS AND ABILITIES:

The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements.

- Ability to consistently exercise good discretion, independent judgment, and initiative in applying standards to a variety of work situations and to matters of significance.
- Knowledge of city policy and procedures, laws, ordinances, and regulations affecting all city departments.
- Ability to communicate effectively, verbally and in writing, with employees, department heads, consultants, other governmental agency representatives, City officials, and the public.
- Ability to demonstrate initiative and creativity in coordinating tasks and projects along with developing sound, creative solutions to concerns and/or problems.
- Ability to maintain high level of concentration despite constant interruptions.
- Ability to be flexible and change job priorities at a moment's notice.
- Knowledge of business markets, general and municipal purchasing principles, policies and procedures; state laws governing procurement; current market trends and developments; and inventory control and materials management practices.
- Basic understanding of office management and practices and procedures.
- Excellent verbal and written communication skills in English.
- Excellent time management skills and ability to multitask.
- Ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient in Microsoft Office Suite or related software.
- Thorough understanding of engineering, architectural, and other construction drawings.
- Ability to make quick decisions, working well under pressure when faced with unexpected occurrences or delays.
- Excellent budgeting and cost containment skills.
- Ability to analyze problems, identify alternatives, develop recommendations and implement solutions.
- Ability to demonstrate hands-on leadership, set examples for staff and other city employees.
- Ability to encourage by example participation in city functions both internally and externally.
- Knowledge of technical aspects of the project(s) and be able to communicate effectively with technical team members.
- Excellent organizational skills and attending to detail.

- Knowledge and ability to operate GIS software.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Bachelor's degree in business administration, civil engineering, construction science, public administration or related field from an accredited college or university. At least three (3) years of related experience required and PMP, PgMP, CAPM, and/or comparable project management certificates highly desirable. Valid driver license required.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS:

Required to operate a vehicle and/or equipment. Required to sit, walk, talk and hear. Required to use hands and fingers with dexterity to operate objects, tools or controls and reach with hands and arms. Must be able to lift and/or move up to 50 pounds. Must be able to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces. Must be able to climb ladders and scaffolding. Must comply with safety requirements, including but not limited to use of safety equipment such as safety glasses, earplugs, and hardhat. Must be able to perform inspections on construction sites and various areas of existing buildings including roofs and mechanical rooms. May be subject to dust, heat, and physically dangerous areas while working in field or during construction operations. May be exposed to vehicular traffic or high exposed places. May be subject to insects, snakes, rodents or spiders. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear.

WORK ENVIROMENT:

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

EXPECTATION OF HOURS WORKED

Monday through Friday 8:00 am to 5:00 pm in the office unless duties require you to be away from assigned workstation.

PAYGRADE: 68

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____