

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date: 12/11/2018 **Department:** Administration (2104)
Title/(Status)/Job Code: Capital Projects Manager (1047) **Reports To:** County Administrator
Pay Grade/Salary Range: PG – 114 \$47,335.95 - \$73,370.72 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A highly complex and specialized position responsible for architectural, project management, and construction planning work. Duties include planning, coordinating, and reviewing the work of architects and contractors engaged in building construction and capital projects. This position represents the County's interest on construction projects and assists with the County's capital needs and the Capital Financial Strategy (CFS).

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Manages, plans, and coordinates the activities of staff, architects, engineers, contractors, and vendors to complete construction of new County facilities, expansion and renovation of existing buildings, and capital improvements to existing facilities.
- Oversees capital expenditure and construction project budgets.
- Coordinates and conducts contract negotiations and monitoring.
- Oversees contracted labor for capital projects.
- Responsible for resolutions and recommendations concerning unplanned increases in project costs.
- Acts as liaison between Administration and County departments, Elected Officials, and Management and Budget in coordination of capital and construction project time frames, objectives, funding, physical moves, and discrepancies to ensure the projects meet functional and budgetary requirements.
- Determines and oversees compilation of the yearly CFS budget for construction projects and advises Management and Budget regarding estimates of future building projects.
- Advises and directs staff concerning proper procedures from the inception to completion of a capital improvement or construction project to ensure compliance with County, state, and federal guidelines.
- Prepares project status reports and schedules as required.
- Directs projects concerning ADA improvements and compliance.
- Determines budgetary requirements and plans for ADA and security improvements to County facilities.

- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current construction procedures, practices, and materials.
- Knowledge of Florida building codes.
- Knowledge of basic architectural/engineering principles.
- Knowledge of contract administration and negotiations.
- Working knowledge of Florida construction codes.
- Ability to read and interpret blue prints, specifications, and construction documents.
- Ability to give technical and professional review to a wide variety of construction and capital projects.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Ability to make decisions based upon analysis of data and prepare clear and concise reports, both orally and in writing.
- Ability to make presentations.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, managers, directors, Administration, and the Board of County Commissioners. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university in Construction Management, Civil Engineering, Architecture, or related field and a minimum of two (2) years of experience in the field of project management, construction, architecture, or managing multiple projects. A minimum of two (2) year of experience working with construction project estimating and Florida building codes.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess and maintain a valid Florida Driver's License.

3. **OTHER JOB RELATED REQUIREMENTS:**

Disaster Essential.