

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:	11/06/2017	Department:	Engineering (4101)
Title/(Status)/Job Code:	Project Manager Transportation (0966)	Reports To:	Supervisor
Pay Grade/Salary Range:	PG – 116 \$54,194.93 - \$84,002.14	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:

Advanced professional and technical work in the field of Civil Engineering. The position involves the preparation and/or review of plans, designs and specifications for public works projects.

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.

- Performs design of roadways, intersections, drainage systems and other public works projects in accordance with established specifications and standards.
- Prepares contract specifications for public works projects.
- Coordinates and directs designers and draft persons in preparing plans.
- Prepares applications for, and secures environmental and water management districts permits.
- Attends meetings and conferences with regulatory agencies to discuss projects and formulate recommendations on design decisions and other related matters.
- Conducts construction site visits, performs inspections, and resolves construction-related problems with contractors on public works projects.
- Coordinates with survey crew needed information and stakeouts on design construction projects, and assists in the field as needed.
- 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.

This is a **Disaster Essential** position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of principals and practices of Civil Engineering, specifically in the areas of transportation and drainage.
- Knowledge of water computer models (ICPR Versions 3 & 4) and water management district regulations and procedures.
- Knowledge of electronic drawing software (AutoCAD) Ability to plan, design, coordinate and inspect public works projects.
- Ability to prepare written technical reports, estimates, construction and other cost records.
- Ability to assist in the direction, instruction and review of work assignments.
- Ability to establish and maintain effective working relationships with state and federal agencies and the general public
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

Physical Abilities:

The person in this position: 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, co-workers, 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 30 lbs. Constantly works in indoor and outdoor environments. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering, and three (3) years of progressively responsible public works engineering experience. Including two (2) years in a supervisor capacity.

Licenses, Certifications, or Registrations:

Must possess a valid Florida Driver's license while employed.

Effective 11/2017