

**MAJOR FUNCTION**

The purpose of this position is to plan, budget, manage and administer the design and construction process for capital improvement projects initiated by the City of Tallahassee (City). This is highly responsible technical work in the inspection and contract administration of all types and phases of City public works, related construction and capital construction, maintenance and renovation projects. Work is performed with considerable independence requiring the exercise of professional judgment and involves responsibility for administering contracts associated with public works construction and for supervision of inspection of construction projects to ensure conformity to plans, specifications, schedules and budget. Work is performed under the general supervision of City Engineer, Program Architect, Facilities Director, Airport Engineer or similar position and is reviewed through observations, conferences, and by results obtained.

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

Manages the construction and renovation of City buildings. Provides direct management of new capital construction and renovation projects. Provides direct management and coordination of the architectural and engineering teams, developing design solutions for capital projects. Provides direct management and coordination of construction contractors commissioned by the City. Interfaces with various City staff and members of the leadership team during the capital project design and construction process. Approves and processes design and construction pay requests associated with the capital project delivery process. Facilitates and manages the adherence of all parties to the overall project schedule and budget. Develops managerial tools useful to define contractual requirements with design and construction professionals. Manages the overall project budgets and schedules and assures a quality finished product in keeping with the needs of the City. Administers the capital project planning process for capital improvement projects scope and requirements. Interfaces with City staff to determine and define planned capital project scope and requirements. Develops overall capital project budget estimates. Develops overall capital project development schedules. Coordinates with Facilities staff in the development of capital improvement plan budget requests. Administers the process of capital project design. Initiates, coordinates, and manages the design professional selection process. Coordinates, processes, and negotiates the contract development and approval process for design professional contracts associated with capital projects. Manages and facilitates the project design schedule. Reviews and approves capital projects and phase development documents. Approves and processes invoices from design professionals. Coordinates with end users during all phases of the design process. Represents the City in all matters associated with the capital project design process. Administers the process of capital project construction. Initiates, coordinates, and manages the construction manager at risk selection process. Coordinates and manages the capital project bidding process. Negotiates, develops, and processes construction contracts and associated contract amendments, change orders, and contract modifications. Coordinates, facilitates, and manages the various elements, documentation, payment process, and issues associated with the construction process. Represents City in all matters associated with the construction process. Facilitates and maintains communication and a working relationship between all parties during the construction process. Assists City management in developing and implement various computerized systems necessary and useful to City operations. Manages the development and implementation of a document management system to ensure that capital project files, drawings, submittals, operations manuals, and other important documents are preserved in compliance with State law and the needs of City. Assists in developing other systems where deemed appropriate by city leadership. May supervise, perform performance evaluations and resolve grievances of subordinate personnel.

**Other Important Duties**

Reviews and approves contractors' pre-qualification applications. Keeps abreast of innovations, developments and improvements in general and specific areas of responsibility. Performs related duties as required.

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

Knowledge of the policies, procedures, and practices of City divisions and departments. Knowledge of standard building codes and fire codes. Knowledge of contract administration, project management, tracking, and report methods. Knowledge of specification writing and request for proposals and bid developments. Ability to provide cost estimates for projects. Ability to read and interpret plans, sketches, and specifications to determine conformity with regulations. Ability to exercise sound independent judgment and tact. Ability to prepare and present technical and administrative reports clearly and concisely, both orally and in writing. Ability to plan, assign, instruct, review, and evaluate work assignments of general contractors and architects. Skilled in working effectively with staff, general contractors, architects, and the public. Ability to speak in front of large groups and relay information for all parties to understand the status of projects. Ability to interpret and administer all phases of commercial construction. Knowledge of modern techniques, procedures, and practices of efficient construction management, including planning, design, site development and building components (structural, mechanical, and electrical).

**Aviation:**

Thorough knowledge of FAA rules, regulations and FAA advisory circulars pertaining to airport operations and development. Possesses a working knowledge of the principals and practices of design of airport horizontal and vertical construction; construction management methods and techniques; the design and layout of airport facilities; airport and aircraft operations, and aviation industry; the principals and practices and methods of airport planning, building architecture, environmental principals, procedures, practices and laws; and CAD and GIS. Knowledge of federal, state and local environmental and aviation agencies, and project eligibility and priority system for FAA, AIP and PFC Programs and state funding programs; possesses a working knowledge and understanding of FAR Part 77. Strong airport financial management competencies and strategic planning skills are essential along with effective communication and people skills. Skill in reading, interpreting and revising drawings, diagrams, blueprints and detailed technical specifications and contracts; have demonstrated ability to draft requests for proposals, technical specifications, policies, procedures, reports, forms, letters and memorandum. Skill in establishing and maintaining effective working relationships and communications with governmental officials, employees and regulatory agencies, tenants, City Commission, fellow employees, contractors and the general public; possesses high level public speaking skills and ability to prepare and provide clear, persuasive and concise presentations; and possesses excellent personnel supervisory and management skills including training, assignment and monitoring skills.

**Blueprint:**

Knowledge of standard FDOT specifications, Florida Green Book, building codes and fire codes. Knowledge of contract administration, project management, tracking, and report methods. Knowledge of specification writing and request for proposals and bid developments. Ability to provide cost estimates for projects. Ability to read and interpret plans, sketches, and specifications to determine conformity with regulations. Ability to exercise sound independent judgment and tact. Ability to prepare and present technical and administrative reports clearly and concisely, both orally and in writing. Ability to plan, assign, instruct, review, and evaluate work assignments of general contractors and design professionals. Skilled in working effectively with staff, general contractors, design professionals, and the public. Ability to lead construction management meetings and relay information

for all parties to understand the status and direction of projects. Ability to interpret and administer all phases of construction. Knowledge of modern techniques, procedures, and practices of efficient construction management, including planning, design, site development and building components (structural, mechanical, and electrical). Knowledge of the policies, procedures, and practices of City and County divisions and departments.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering, building construction or a related field and four years of technical experience that includes inspecting public works construction projects with at least two years of public works contracts administration; or an equivalent combination of training and experience.

Aviation: Possession of a bachelor's degree in engineering, construction management, planning or a related field and five years of professional experience that includes capital programming, project management, airport operations, maintenance, construction management, finance and administration, or contract management at a commercial service airport; or an equivalent combination of training and experience.

Facilities: Possession of a bachelor's degree in building construction or a related field and four years of technical or skilled craft experience in the construction industry, building maintenance and repair, or installing and maintaining mechanical operating systems; 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.

For designated positions must be a registered Professional Engineer or Licensed Architect in the State of Florida at the time of application.

Aviation

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

Established: 07-10-19

Revised: 03-29-22

10-19-22

11-06-25