

RESOLUTION 21-181

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A VERTICAL CONSTRUCTION MANAGER JOB DESCRIPTION; AND AUTHORIZING A BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR THIS NEW POSITION.

BE IT RESOLVED that:

1. The City Council hereby approves the Construction Manager job description, in substantially the form attached as Exhibit A and presented to the Council today.
2. The following budget amendment #66 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2020 and ending September 30, 2021, as shown in and in accordance with the attached and incorporated Exhibit B, to fund the position.

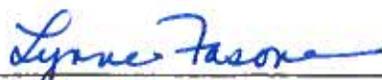
THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 24th day of June, 2021.

CITY OF PANAMA CITY BEACH

By: 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk



Construction Project Manager

City Manager

CM/6

JOB SUMMARY

This position is responsible for managing the vertical construction projects for the City of Panama City Beach. This position serves as a liaison between City Management and the Architectural /Engineering team during design/bidding and the selected General Contractor during the construction process. Position ensures that assigned projects are successful by working with partners, contractors and both internal and external teams in following standards, practices, and schedules that result in value-added projects being on-time, on budget and ultimately forming lasting relationships with our citizens.

MAJOR DUTIES

- Coordinates with City Management, individual City Departments needing vertical construction improvements and the Architectural/Engineering team to ensure the City's construction needs and goals are met during the design process.
- Oversees construction sites and general contractors to ensure a high level of quality and safety.
- Reviews Requests for Information and Requests for Proposal and Change Orders and makes recommendations to Staff.
- Ensures that all work is performed in accordance with approved methods and procedures.
- Ensures that the project is constructed and documented in accordance with the contract documents and standard practices.
- Provides technical support to City Management.
- Develops and maintains project cost/change controls, and project budget and invoice/pay application records.
- Performs change order estimating and change order negotiations for approval by City Management and/or City Council.
- Coordinates and monitors schedule updates, invoices, and submittals.
- Assists in managing and reviewing the progress of the Architectural/Engineering team design effort and General Contractors' construction schedules.

- Reviews bi-weekly or monthly reports on the status and progress of the contracts, including project costs and potential changes.
- Reports the status of projects to City Management.
- Attend design program and construction meetings as needed.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of construction technology.
- Knowledge of relevant local, state, and federal laws.
- Knowledge of project and department budget process and tools.
- Knowledge of project controls
- Knowledge of Risk Management.
- Skill in conceptual planning ability.
- Skill in mediating and resolving disputes.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of very general instructions and spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include relevant construction codes and city purchasing policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied design, liaison, and construction project management duties. Tight timelines, combined with the budget restrictions, contribute to the complexity of the work.
- The purpose of this position is to perform project management on construction projects. Successful performance ensures compliance with budget, timelines, plans and specifications.

CONTACTS

- Contacts are typically with co-workers, other city personnel, architects, developers, engineers, general contractors, construction superintendents, and the general public.
- Contacts are typically to give or exchange information, resolve problems, justify matters, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light object, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field (Civil Engineering, Construction Management, Architecture or related).
- 5+ years of project experience working in the government/construction industry preferred.
- PE certification preferred.
- Experience with large Government construction sites preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for one to two years.

EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date