

J O B P O S T I N G

PROJECT MANAGER \$61,000 TO \$93,000

Department: **Engineering**

Duties Include but are not limited to:

- Responsible for overseeing the full life of an assigned project from charter through final completion and acceptance
- Creates and/or coordinates technical portions of project contract documents with BSU Purchasing staff and provides review of final procurement documents prior to vendor invitations
- Administers project contracts, including review, recommendation and processing of change orders; tracks and advises on contract expenditures against budget; and tracks and advises on project schedules
- Coordinates and meets with all other departments, governmental agencies, consultants, contractors and other related parties on engineering-related issues regarding planning, design, permitting, and construction
- Conducts occasional field inspections of projects to verify compliance with plans, specifications and contract documents
- Prepares various permit applications and departmental reports and has good technical writing skills
- Communicates effectively in a strong and challenging team environment
- Works with BSU Operations staff to assist in asset management, chartering future repair and replacement projects
- Assists interdepartmentally in achieving asset management goals, including tracking and trending asset life, anticipated repair/replacement and value

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard engineering terms and concepts
- Knowledge of contractual obligations of plans, specifications, addendums, and project cost
- Knowledge of design, hydraulic modeling, geographical information systems and asset management software
- Skill in administering construction contracts
- Ability to read, interpret, and explain contracts, specifications, site plans, and shop drawings
- Ability to make decisions in accordance with BSU and department policies
- Ability to read, interpret, and explain ordinances, codes, agreements, and related documents

MINIMUM QUALIFICATIONS:

Bachelor's degree in civil engineering, environmental engineering or closely-related field from an accredited college or university, Florida Professional Engineering license preferred; five or more years' experience in utility construction contracts, including treatment facilities and distribution and collection systems; supervisory experience preferred or an equivalent combination of education, certification, training, and/or experience may be considered.

