

RESOLUTION No. 19-08-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN CLASSIFICATION AND PAY PLAN TO ADD THE POSITION AND JOB DESCRIPTION OF PROJECT MANAGER; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida (Town) is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Town has established a Classification and Pay Plan (Plan) which establishes positions and their rates of pay based upon the similarity of duties and responsibilities of employees; and

WHEREAS, the Plan has established the pay scale for employees so that the same qualifications are reasonably required for the same schedule of pay, and the rate of pay is applied equally to all positions in the same class; and

WHEREAS, it is necessary to amend the Plan to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Plan is hereby amended to include the position and job description of Project Manager. A copy of the revised job description is attached hereto and incorporated herein in Exhibit "A".

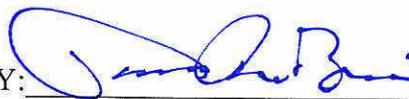
Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Hockman who moved its adoption. The motion was seconded by Commissioner Stevens and upon being put to a roll call vote, the vote was as follows:

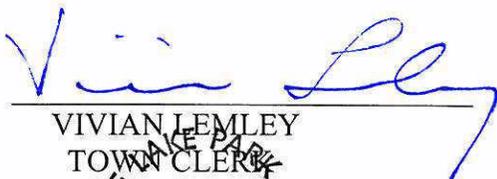
| | AYE | NAY |
|------------------------------|----------|-----|
| MAYOR JAMES DUBOIS | <u>/</u> | ___ |
| VICE-MAYOR KENDALL RUMSEY | <u>/</u> | ___ |
| COMMISSIONER STEVEN HOCKMAN | <u>/</u> | ___ |
| COMMISSIONER JEANINE LONGTIN | <u>/</u> | ___ |
| COMMISSIONER TIM STEVENS | <u>/</u> | ___ |

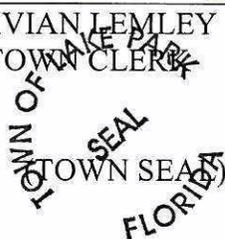
The Town Commission thereupon declared the foregoing Resolution NO. 19-08-12 duly passed and adopted this 15 day of August, 2012.

TOWN OF LAKE PARK, FLORIDA

BY: 
JAMES DUBOIS
MAYOR

ATTEST:


VIVIAN LEMLEY
TOWN CLERK



Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

| |
|------------------------|
| PROJECT MANAGER |
|------------------------|

JOB CODE: 617
DEPARTMENT: PUBLIC WORKS

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Town Manager and Public Works Department Director, manages all elements of public works projects in the Town of Lake Park from the planning phase through construction, completion and close out, as it relates to road construction/resurfacing, concrete work, drainage, landscaping, and all other projects associated with public property. This position reports to the Town Manager and performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the project manager.

Project Management:

Develops scope and budget for capital projects; performs quality assurance/quality control (QA/QC) review of design and contract documents prepared by staff or consultants for assigned projects; prepares contract documents, including specifications, for formal Request for Proposals (RFP) and Request for Qualifications (RFQ) procedures; administers contracts and ensures that project work product complies with contract and project requirements; ensures that capital project design complies with local, state and federal regulations.

Construction Management:

Administers bidding processes for capital projects, coordinates contractor and Town operations and maintenance activities; ensures that contractor operations and work product complies with contract requirements and applicable local, state and federal regulations; initiates or reviews and approves design changes; resolves design and construction problems; reviews and approves contractor pay requests; negotiates subcontract change orders; monitors project expenditures and budgets; ensures delivery of projects on time and within established budgets.

Planning and Design:

Oversees development and execution of scope of the planning or design activity with staff and develops products of the planning activity (conceptual sketches, project communication and stakeholder involvement plans, meetings, etc...). Extensively coordinates and communicates with staff, property owners, and regulatory agencies.

REQUIREMENTS:

A. Education and Experience:

1. Bachelor's degree from an accredited college or university in Construction Management or Civil Engineering preferred.
2. Five years' experience in capital project management and project budgetary control in road construction/resurfacing and concrete work.
3. Must be computer literate in Microsoft Word, Excel, and other related program management software programs.
4. Candidates must possess a valid driver's license and will be required to provide a certified driving record acceptable to the Town as a condition of employment.

B. Knowledge, Skills and Abilities:

1. Ability to work independently and as part of a team.
2. Must possess excellent planning, communication, reasoning and decision-making skills.
3. Must have excellent English written and verbal communication skills.
4. Must possess advanced knowledge of the principals and practices regarding project management and execution.
5. Ability to work in the discipline areas associated with complex projects (i.e. planning, landscaping, civil engineering, construction management), particularly in specialized technical areas such as road resurfacing, drainage, and sidewalk replacement.
6. Ability to develop standard contract provisions for use on capital and development projects; performs QA/QC peer review of contract documents prepared for projects and assists operations and maintenance teams with technical and construction problems.
7. Ability to negotiate contracts through an RFP or RFQ process.
8. Ability to respond to inquiries, complaints and questions from the public, or Town staff.
9. Ability to prepare a variety of studies, reports and related information for decision-making purposes.
10. Ability to establish and maintain internal control procedures and assure that state and national standard accounting procedures are maintained.
11. Ability to develop five-year master plans for road resurfacing, drainage, and sidewalk replacement.

12. Ability to develop specifications and bid packages for asphalt resurfacing, drainage, and sidewalk replacement.
13. Ability to confirm contractor compliance with projects' scope of work and cost estimates.
14. Ability to review construction budgets, provide budget reports, prepare and process draws or contractor payment requests.
15. Ability to coordinate project work with all involved utility companies.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands to handle objects, tools, and to reach with hands and arms. The employee will be required to stand, walk, stoop and bend a considerable amount of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include good vision to include night vision and normal depth perception

ENVIRONMENTAL REQUIREMENTS:

Work is performed indoors and outdoors. May work in noisy areas, and/or be exposed to hazards such as vehicle traffic, dampness, direct sunlight, dust, machinery or moving parts. Protective clothing may be required for completion of some job assignments including safety equipment, hard hats and/or other protective equipment.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

CRA

**TOWN OF LAKE PARK
COMMUNITY REDEVELOPMENT AGENCY
PROJECT MANAGER**

CHARACTERISTICS OF THE CLASS:

Under the administrative direction of the Community Redevelopment Agency (CRA) Executive Director, and Public Works Department Director, manages all elements of public works projects in the Lake Park CRA Area from the planning phase through construction, completion and close out, as it relates to road construction/resurfacing and concrete work. This position reports to the CRA Executive Director and performs related duties as directed. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the project manager.

Project Management:

Develops scope and budget for capital projects; Performs quality assurance/quality control review of design and contract documents prepared by staff or consultants for assigned projects; administers contracts and ensures that project work product complies with contract and project requirements; ensures that capital project design complies with local, state and federal regulations.

Construction Management:

Administers bidding processes for capital projects, coordinates contractor and Town operations and maintenance activities; ensures that contractor operations and work product complies with contract requirements and applicable local, state and federal regulations; initiates or reviews and approves design changes; resolves design and construction problems; reviews and approves contractor pay requests; negotiates subcontract change orders; monitors project expenditures and budgets; ensures delivery of projects on time and within established budgets.

Planning and Design:

Oversees development and execution of scope of the planning or design activity with staff and develops products of the planning activity (conceptual sketches, project communication and stakeholder involvement plans, meetings, etc...). Extensively coordinates and communicates with staff, property owners, and regulatory agencies.

Approved by
12/19/07

REQUIREMENTS:

A. Education and Experience:

1. Bachelor's degree from an accredited college or university in Construction Management or Civil Engineering preferred, but not required.
2. Five years' experience in capital project management and project budgetary control in road construction/resurfacing and concrete work.
3. Must be computer literate in Microsoft Word, Excel, and other related program management software programs.
4. Candidates must possess a valid driver's license and will be required to provide a certified driving record acceptable to the Town as a condition of employment.

B. Knowledge, Skills and Abilities:

1. Ability to work independently and as part of a team.
2. Must possess excellent planning, communication, reasoning and decision-making skills.
3. Must have excellent English written and verbal communication skills.
4. Must possess advanced knowledge of the principals and practices regarding project management and execution.
5. Ability to work in the discipline areas associated with complex projects (i.e. planning, landscaping, civil engineering, construction management), particularly in specialized technical areas such as road resurfacing and sidewalk replacement.
6. Ability to develop standard contract provisions for use on capital and development projects; performs QA/QC peer review of contract documents prepared for projects and assists operations and maintenance teams with technical and construction problems.
7. Ability to responds to inquiries, complaints and questions from the public, or Town staff.
8. Ability to prepare a variety of studies, reports and related information for decision-making purposes.
9. Ability to establish and maintain internal control procedures and assure that state and national standard accounting procedures are maintained.
10. Ability to develop five-year master plans for road resurfacing and sidewalk replacement.
11. Ability to develop specifications and bid packages for asphalt resurfacing and sidewalk replacement.
12. Ability to contractor scope of work and cost estimates per project scope.
13. Ability to review construction budgets, provide budget reports, prepare and processes draws or contractor payment requests.
14. Ability to coordinate project work with all involved utility companies.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands to handle objects, tools, and to reach with hands and arms. The employee will be required to stand, walk, stoop and bend a considerable amount of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include good vision to include night vision and normal depth perception

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