

## HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS

### JOB DESCRIPTION

<b>Job Title</b>	Utilities Project Manager	<b>Pay Grade</b>	10	<b>Class Code</b>	O197
<b>Department</b>	Hernando County Utilities	<b>Salary Range</b>	\$		Annually
<b>Division</b>	Engineering	<b>FLSA</b>	Exempt		
<b>Reports to</b>	Senior Project Manager	<b>Revision</b>	December 2025		
<b>Bargaining Unit</b>					

#### GENERAL DESCRIPTION:

Highly responsible technical work involving the investigation, design, review, inspection and coordination of a wide variety of complex engineering and facility related projects. Duties include project management, design, and inspection services. This position requires technical expertise, strong analytical, computer and communication skills, the ability to work independently and the ability to simultaneously complete multiple projects.

#### ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

##### Project Management

- Serves as the primary project manager and County representative for technical/engineering projects. Assigned projects typically are broad in scope involving multiple technical disciplines and a high degree of complexity.
- Responsible for successful completion of assigned projects on time and within budget. Workload requires multi-tasking (i.e. the ability to work on multiple projects simultaneously and bring all to a successful conclusion).
- Coordinates, monitors, and reviews construction documents (i.e. plans and specifications) prepared by professional engineering/architectural firms and/or in-house technical staff and incorporates these documents into the project design.
- Conducts meetings with clients/customers to determine initial project objectives and requirements. Keeps clients/customers well advised of project status.
- Conducts meetings with the public, other County staff members and the Board of County Commissioners regarding all aspects of assigned projects.
- Ensures that completed projects are functional, economical, maintainable and aesthetically pleasing.
- Negotiates with consultants and contracts diplomatically and effectively.
- Performs field investigations of assigned project sites to collect data, verify existing/actual conditions and ensure conformance with plans/specifications.

##### Inspection

- Performs inspection of construction activities and project sites to ensure compliance with plans and specifications.
- Ensures construction activities comply with applicable laws, regulations and policies.

**Design**

- Possesses and demonstrates knowledge of construction principles, water/wastewater operations, engineering principles and construction management.
- Prepares plans and specifications for project accomplishment via construction and/or service contracts.
- Prepares designs for projects within one's technical competence. Obtains design services for areas outside of one's technical competence and integrates those designs into the overall project.
- Possess and demonstrates proficiency in Computer Aided Design (CAD) software to produce drawings, sketches, maps, charts and graphics.
- Prepares cost estimates.
- Prepares progress schedules and project summaries on a regular basis.
- Provides technical assistance in response to inquiries from the Board of County Commissioners, other County staff members and the public.
- Possesses and demonstrates a basic knowledge of surveying principles and practices.

**Development Review**

- Reviews plans, specifications, contract documents, contributed assets, engineering cost estimates and final as-built specifications for water, wastewater, and reclaimed water facilities at all stages for conformance with county standards.
- Assists with commercial and subdivision plan review ,permitting, inspection, and project final completion
- Meets with HCUD staff to coordinate review of commercial and subdivision plans, capacity analysis and specifications.
- Regular Attendance.

**MARGINAL / SECONDARY JOB FUNCTIONS**

- Performs other reasonable related duties as assigned by immediate supervisor or other related management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.) position required to perform reasonable duties assigned by immediate supervisor.

**JOB STANDARDS:**

<b>Education</b>	Associate's Degree from an accredited college or university with major course work in engineering, architecture or closely related field. A combination of education, training and experience may be substituted at the County's discretion.
<b>Experience</b>	Three (3) years of experience in project management, technical design, complex water/wastewater utility work, private development review or construction management.
<b>Licenses, Certifications or Registrations</b>	Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

	Must possess or be able to obtain within six (6) months of employment, certification in NIMS/Incident Command Courses IS100PWb, IS200, IS300, IS700, and IS800.
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#### **EQUIPMENT USED**

Computer, telephone, cell phone, tablets, calculator, copier, facsimile, car or truck and various other office equipment.

#### **CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of the principles and practices of engineering, project management, construction management, surveying, engineering drafting, computer-aided design, water/wastewater operations and land mapping.
- Ability to read and interpret complex engineering drawings, plans, specifications, and survey documents.
- Ability to perform field inspections to collect data and to assess existing conditions and to prepare reports regarding same.
- Ability to communicate both orally and in writing. Ability to prepare clear, concise, and logical written reports, correspondence, and specifications. Ability to speak and present ideas and points in a clear and positive manner in a variety of forums.
- Proficiency in operating a personal computer with Microsoft and AutoCAD software.
- Ability to perform mathematical computations, to perform quantity takeoffs for cost and scope estimation purposes.
- Ability to anticipate and resolve problems, questions and issues in their incipient stage.

#### **ESSENTIAL PHYSICAL SKILLS**

Use of fingers, use of both hands, good near vision and depth perception. Good hearing, climbing, walking, standing, and driving. Ability to communicate both orally and in writing. Constantly uses vision to perform duties.

#### **ENVIRONMENTAL CONDITIONS**

Constant: Works inside and outside, alone or closely with others. Job functions are usually performed within a regular 40-hour work week, however due to public health and safety requirements for 24 hour / 7 days per week construction related employees are subject to night and weekend emergency call-outs.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>