

**CITY OF STUART
JOB DESCRIPTION**

Title: UTILITIES & ENGINEERING PROJECT SPECIALIST

Department: Utilities & Engineering Water and Sewer General Government

Job Code: 3400

Grade: 16

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under general supervision of the Utilities & Engineering Project Manager, performs highly technical administrative work for the Utility & Engineering Department. The incumbent coordinates private and public engineering and construction projects for the City of Stuart relative to all capital and private development projects. Assignments are evaluated as work in progress and upon completion. Work is reviewed for technical accuracy and compliance through observation, consultation, or written reports.

ESSENTIAL DUTIES / RESPONSIBILITIES

1. Reports to and assists the Utilities & Engineering Project Manager in planning and administering the activities of division and department objectives.
2. Reviews site plans, construction plans, storm water reports, geotechnical engineering reports, environmental impact reports, traffic studies, and cost estimates.
3. Coordinates permit application process and requirements with other divisions, agencies and departments.
4. Checks project construction plans for conformance with City standards; and industry standards.
5. Identifies proposed right-of-way needs and coordinates acquisition of temporary and permanent easements.
6. Liaisons with utility companies and their agents in the construction and relocation of facilities.

Utilities & Engineering Project Specialist - continued

7. Oversees the preparation of construction drawings and specifications and prepares bid documents.
8. Responsible for all project reviews including design, quality control, value engineering and constructability.
9. Prepares scope item quantity calculations for cost estimates and prepares request for proposals; Reviews and negotiates proposals.
10. Negotiates various proposals, contracts, agreements and change orders necessary for the successful completion of the project.
11. Conducts planning and design meetings, pre-bid meetings, pre-construction meetings, construction progress meetings.
12. Monitors construction schedules for expenditures and timeliness and compliance with capital project budgets. Directs the activities of the project from start to finish; develops progress reports and analysis to ensure that the project is on schedule and within budget.
13. Conducts assistance of field engineering and provides cost and time efficient solutions to the Project Manager for assigned projects.
14. Performs extensive field engineering and oversight of construction.
15. Performs Quality Control assistance to the design team during the design phase of construction drawings development for bidding and construction.
16. Performs project close-out, including reviewing As-Builts drawings, warranties, construction permit certifications, and coordinating with maintaining agencies for project turnover into operation.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School graduate or equivalent supplemented by five (5) years of progressively responsible professional experience in utility/engineering practices, utility project coordination, and construction oversight related to area of assignment.

Possession of a valid Florida Driver License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of engineering and construction principles and practices as applied to the design, construction, and maintenance of public utility facilities.

Knowledge of mathematical engineering applications, land and surveying methods, and general municipal operations.

Knowledge of current construction methods and costs for the preparation of estimates.

Knowledge of the laws and regulations applicable to the design, construction, and inspection of capital and private projects.

Working knowledge of computer skills for Geographical Information Systems (GIS), Arc View, Arc Info, word documents and spreadsheets.

Thorough knowledge of City Code & Standards, regulatory & permitting requirements, and Contract requirements to make Contract decisions in the field on behalf of the Division.

Ability to oversee the work of technical personnel involved in design and construction projects.

Ability to establish and maintain effective working relationships with employees, contractors, developers, officials and the general public.