



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Procurement and CIP Manager	Job Code: 0101112
Reports to: County Manager	FLSA Status: Exempt
Department: County Manager	DRAFT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the County **Manager and County Engineer** with the management of the planning, design and construction of capital improvement projects and private developments projects that range in dollar value from \$5,000 to \$50,000,000. This position works independently, yet under administrative supervision, coordinating projects and reporting major activities to department head and executive level administrators. Types of capital projects include public buildings such as fire, police, administrative, municipal, and recreation facilities, as well as horizontal projects such as roads, storm water, water, sewer, parks, and recreational fields. Types of private projects include sites and buildings such as commercial and industrial, as well as horizontal projects such as roads, storm water, water, sewer, and open space associated with residential developments. **This position is also responsible for administering the purchasing program for the County, including developing and implementing policies and procedures and delegating tasks as needed to appropriate employees.**

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Serve as project liaison and communicate information with project stakeholders, architect/designer, contractor, vendors, user department, executive management, governmental regulatory bodies, and the public, for decision-making; attend meetings as necessary.

Capital Projects

Prepares Requests for Proposals and Statements of Qualifications; evaluate and score proposals; qualify vendors; provide a recommendation to The Board of Commissioners for contract award. Prepare contract/bid documents, bid addenda and review/recommend bids.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Engineering Project Manager

Job Code: 010112

Performs pre-design assessments, programming, and conceptual planning for buildings and facilities; develop initial project schedules and an overall estimated project cost.

Coordinate information technology systems for installation on capital projects.

Review and approve all capital project related invoices and applications for payment.

~~Manages construction contract and perform quality control, including construction inspection for contract compliance.~~

Manage construction contract, manage and oversee construction process and perform quality control, including construction inspection for contract and regulatory compliance.

Continually update and manage the project schedule, the costs, and the budget throughout the lifecycle of the project.

Assesses and resolves project issues including regulatory, procedural, technical, and schedule issues.

Obtains / assures the proper approvals/permits/bonds have been obtained, and manage compliance (building permits, site permits, environmental permits, encroachment permits, zoning, etc.) as they related to the project.

Reviews design documents at various submittal stages throughout the design process for quality/constructability/functionality/programming adherence to ensure a complete set of construction documents ready for bid and construction.

Coordinate utilities (i.e. power, gas, phone, etc.) as needed.

Review contractor submittals (reports, schedules, products, etc.)

Review construction test reports, inspection reports and other technical reports such as geotechnical, environmental, and structural.

Assists as needed with all condemnation proceedings on road right-of-way.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

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Coordinate project close-out procedures. Produce, collect, file and archive project documentation and reports.

Provide professional/technical assistance and past project information to support other County departments and outside entities.

Develop and continually evaluate and execute improvements to procedures and documents related to project management functions.

Receives and investigates complaints from the general public and Commissioners; interacts to address problems and situations as necessary to resolve problems.

Directs preparation of documents and materials associated with the Georgia Department of Transportation Road improvement projects.

Maintains technical skills through appropriate continuing education and professional development courses.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of supervisor, formally or informally, either verbally or in writing.

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

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Procurement

Develops and maintains purchasing policies and procedures; monitors and reports any violations of the purchasing policy.

Receives and verifies requisitions from various departments within the County.

Maintains all county-owned vehicle tag and title documentation.

Ensures competitiveness of prices by researching, identifying, and establishing viable sources of supply; seeks competitive quotations; obtains sealed bids as necessary; maintains a list of qualified vendors and unqualified vendors; coordinates with and assists various department heads in preparing specifications for public bids; prepares contract documents, obtains necessary signatures, routes copies to all interested parties; maintains current files on all contracts in progress and completed contracts.

Ensures that a proper annual inventory is made and kept of all County-owned property and equipment by various departments.

Develops contract documents for services purchased through contractual arrangements; negotiates acceptable changes in contract terms and conditions with contractor; ensures that documents and procedures comply with established procurement regulations; consults with legal staff to phrase terms and conditions of contracts in a manner that protects the County.

Sets-up and conducts pre-bid conferences.

Prepares and submits the County's annual property and liability insurance applications; prepares or completes various forms, reports, correspondence, or other documents; prepares all correspondence to the Department of Transportation for road contracts; places appropriate documents on agenda for Commissioners' approval; prepares



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

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Job Code: 0101112

various road documents for workshops; prepares all bid packages for road construction projects.

Compares prices and quality; places orders and maintains adequate inventory of frequently used items; fills orders from departments; prepares journal entries to charge departments for items received during month.

Assists with the budgeting processes by providing cost information to various departments

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Answers the telephone and provides information to County Manager, County Engineer, and the public on a daily basis.

Knowledge of engineering design theories and principles.

Knowledge of County personnel policy.

Knowledge of construction theories and principles.

Knowledge of the principles and practices of capital improvement cost estimation and contract administration.

Knowledge of County budgeting and purchasing policies.

Knowledge of job-related computer applications.

Knowledge of modern office practices and procedures.

Knowledge of computers and other modern office equipment.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Engineering Project Manager

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Skill in developing and reviewing engineering plans and designs for municipal water and sewer projects.

Skill in developing and administering contracts.

Skill in developing short- and long-range plans.

Skill in establishing priorities and organizing work.

Skill in the training and supervision of personnel.

Skill in the operation of computers and other modern office equipment.

Skill in public and interpersonal relations.

Skill in oral and written communication

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering, construction management, architecture, or closely related field; supplemented by three (3) years previous experience and/or training that includes building inspections, project management, inspection, or contract administration, preferably in a municipal government; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. PE or Architect license, or the ability to obtain within 4 years, preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Engineering Project Manager

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Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.