

MAJOR FUNCTION

This is a highly responsible managerial, professional, and technical position directing the City's efforts to develop specific projects in the Capital Improvement Program. Duties are performed with considerable independence and discretion, requiring the exercise of extensive judgment and initiative in day-to-day operations. Important contacts are required with the public, neighborhood groups, businesses, business groups, officials of county, state and federal agencies, and consulting engineers. Work is performed under the general supervision of the City Engineer or a department director who reviews the work through conferences, evaluation of completed projects, and analysis of reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists with the implementation of the City's Capital Improvement Program. Coordinates and expedites the development of major City projects with the public, City departments, county, state, and federal agencies. Develops and administers a citizen participation/public input process for capital improvement projects. Develops capital improvement projects and Project Development and Environmental (PD&E) Study reports with multi-disciplinary input from the public, City departments, other agencies, consultants, and others affected by the project. Keeps the community advised and informed about the Capital Improvement Program and the progress of specific projects through various means, including news releases, information letters, speaking engagements, etc. Contracts with and manages Capital Improvement Program Design Consultants or City staff to prepare the required documents for PD&E reports. Coordinates City staff or consultants for development of the project final design from the PD&E report. Educates internal and external customers on capital improvement project design concepts, environmental assessments, and other aspects of project development, design, and construction. Performs related work as required.

Other Important Duties

Attends and represents management at staff meetings, conferences, seminars, workshops, public hearings, and other functions as required. Prepares drafts of proposals and makes reports on completed assignments. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of planning, design, construction, operations and maintenance principals and practices in the areas of roadways, stormwater, and other capital improvement projects. Considerable knowledge of local, state, and federal regulations regarding transportation issues. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, orally and in writing. Ability to work with citizens, neighborhoods, and internal and external agencies to develop broad based project consensus. Skills in public deliberations and capital projects planning and design. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Possesses management style and values that are consistent with the City of Tallahassee's mission and values.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field and five years of professional and administrative experience that includes project planning, development and/or design; or an equivalent combination of training and experience.

Necessary Special Requirements

A valid class E State driver's license is required at the time of appointment.

Public Works: Must possess registration as a professional engineer at the time of appointment. Must obtain registration as a professional engineer in the State of Florida within one year from date of employment.

Economic & Community Development: Must possess a Standard Building Inspector license issued by the State of Florida at the time of appointment, or meet the eligibility requirements to obtain a Provisional Building Inspector license at the time of appointment and obtain a Standard Building Inspector license within one year of employment as a condition of continued employment in the position.

Established: 01-03-05

Revised: 07-19-12

12-14-13