

RESOLUTION No. 2017-11

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES IN THE ORGANIZATION OF CITY DEPARTMENTS TO CREATE THE PROJECT ADMINISTRATION DEPARTMENT AND TRANSFERRING PROJECT SUPERVISION FUNCTIONS AND ASSOCIATED STAFFING TO THE PROJECT ADMINISTRATION DEPARTMENT; CREATING THE PROJECT ADMINISTRATION DIRECTOR POSITION; REVISING POSITION DESCRIPTIONS; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, projects serve to drive progress in the City and they are one of the most visible things that the City does for the community.

WHEREAS, projects often span several City departments and include multiple outside agencies and stakeholders.

WHEREAS, the purpose of the proposed reorganization is to create a department with qualified staff that are dedicated to project administration to improve project efficiency and quality, while enhancing technical resources within the City.

WHEREAS, it is requested that the Board of Commissioners approve the changes as recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

Section 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpons Springs, the City Manager does hereby recommend and the Board of Commissioners does hereby approve certain changes in the organization of the City to create the Project Administration Department and associated changes to staffing as detailed in the memorandum attached hereto and incorporated herein by reference.

Section 2. This resolution shall be effective upon adoption.



Memorandum

Date: March 21, 2017
To: Honorable Mayor and Board of Commissioners
From: Mark LeCouris, City Manager
Subject: Reorganization: Creation of Project Administration Department

Recommendation

The Reorganization Plan contained herein, creating the Project Administration Department is recommended for approval.

Background

Projects serve to drive progress in the City and they are one of the most visible things that the City does for the community. Proper conceptualization, organization, and communication are essential for projects to be successful. Projects often span several City departments and include multiple outside agencies and stakeholders. Projects are also typically challenged with budget, resources, and limited timetables.

Having a department with qualified staff that are dedicated to project administration will improve project efficiency and quality, while also enhancing technical resources within the City. This focus is also paramount to providing services that are competent, compliant with applicable law/regulations, safe, efficient, and protective of the community and the environment.

Benefits of Reorganization

The proposed plan incorporates the following benefits:

- ☑ Clear lines of responsibility and simplified organization to allow projects to be efficiently completed, even when multiple departments are involved
- ☑ Enhanced project management focus to improve quality, performance, and timeliness
- ☑ A single-point of contact for involved projects
- ☑ Technical expertise that can benefit other City departments, including engineering support and other professional technical services

The organizational structure for project administration must be responsive to these needs to ensure success. Following is a summary of proposed changes to the organizational structure. An overview of the organization is presented in [Exhibit 1](#).

1. Add the position of **Project Administration Director** to lead the department. This position will be filled by appointment of Public Services Program Manager Bob Robertson to wage grade 27 and a salary of \$103,525. Once the reorganization is in effect, the former position of Public Services Program Manager will become unfunded and unfilled.

2. Transfer functions and associated staffing of **Project Supervision** from the Building Development Department to the Project Administration Department so as to centralize project administration staffing. This will not affect current building services in the Building Development Department. The following positions will be transferred to the Project Administration Department without a change in pay grade or pay.
 - Projects Supervisor
 - Site Inspector

Proposed changes to associated job descriptions are provided in [Exhibit 2](#).

Funding

The Project Administration Director position will be funded from several sources where services are provided, such as: water and sewer enterprise funds, stormwater enterprise fund, the general fund, and other funds as applicable. The net effect on the general fund for the remainder of the budget year is an increase of approximately \$20,000 to reflect the salary increase and the general fund projects administration services. The Projects Supervisor and Site Inspector positions will remain funded as before.

Exhibit 1 – Project Administration Department Organizational Chart

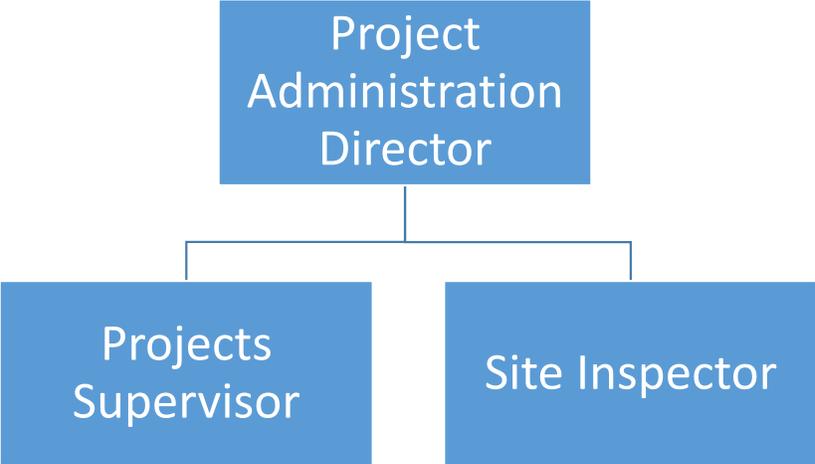


Exhibit 2 – Project Administration Department - Job Descriptions

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: PROJECT ADMINISTRATION DIRECTOR
DEPARTMENT: PROJECT ADMINISTRATION
REPORTS TO: CITY MANAGER
FLSA STATUS: EXEMPT
CIVIL SERVICE: NO
LAST REVISION: FEBRUARY 2017

GENERAL STATEMENT OF JOB

Under general direction of the City Manager, provides senior-level administrative service to the City of Tarpon Springs as the leader of assigned projects, programs, and services through the supervision and direction of resources, including subordinate personnel. The position will have overall operational and management responsibility in completing simultaneous assigned projects and services and will serve as the primary point of contact and spokesperson on behalf of the City Manager for projects. Day-to-day collaboration will be required with all members of the staff to ensure the organization is able to achieve its objectives. In addition, the Project Administration Director will work closely with stakeholders from both within and outside of the community to develop consensus and successful implementation. The position serves as a technical expert and is a resource to the City on such matters. The Project Administration Director is a leader that sets and maintains the level of quality and service for the department and provides clear goals and direction so as to expect the same from assigned staff. This position will have the charge of creating and maintaining an environment of trust and collaboration so that stakeholders see the assigned projects and services as their own. Works to accomplish maximum results within available resources, including identifying and administering grant opportunities and other outside support where applicable. Develops and implements policies and procedures compliant with State and local codes and ordinances. Work is carried out with wide latitude for independent judgment and initiative.

ESSENTIAL FUNCTIONS

1. ADMINISTRATION:
 - 1:1 Oversees the conceptualization, planning, design, construction, and initial operational phases of a wide range of City projects, or those with City involvement, as assigned. Works directly on projects that require it. Performs and oversees multiple projects simultaneously.
 - 1:2 Manages various construction and engineering projects; monitors, coordinates, inspects, provides permit assistance, evaluates, expedites, recommends and/or authorizes change orders, expedites and/or approves payments, reviews and expedites shop drawings, plans, and technical specifications, and investigates complaints, and provides or recommends solutions to issues
 - 1:3 Establishes work plan and staffing for each phase of project, and arranges for assignment of project personnel.
 - 1:4 Coordinates project activities with activities of other City departments, the public, and outside involved agencies.
 - 1:5 Coordinates activities of governmental organizations, private sector business interests, non-profit and educational institutions, and consultants.
 - 1:6 Responsible for overall quality and management of projects and programs.
 - 1:7 Coordinates with the project team, including involved departments, consultants, on public outreach, press releases, and other public communications, including presentations of the work and web site development and content.
 - 1:8 Maintains an environment of customer service within the department and expects same of staff and project participants. Supervises program delivery and assesses departmental and community needs.
 - 1:9 Oversees project budgets and ensures financial accountability.
 - 1:10 Assists in preparing solicitations, selecting, negotiating, contracting, authorizing, communicating, supervising, and resolving disputes or problems with professional services and contractors associated with assigned projects or programs.

- 1:11 Prepares and presents agenda items and supporting documentation to the Board of Commissioners.
 - 1:12 Recommends changes to City ordinances; interacts with other departments on permitting, construction, regulatory, and development matters.
 - 1:13 Responds to emergency requests.
 - 1:14 Directs and participates in the development and administration of the departmental budget including expenditure approval for staffing, equipment and materials.
 - 1:15 Networks with local, regional, state and national agencies; institutions; organizations; and the private sector for future project or program development. Attends and participates in a variety of boards and committees and professional organizations.
 - 1:16 Researches grants and other funding sources and reviews opportunities with other departments for application and implementation. Performs or assists with administration of associated grants or funding programs.
 - 1:17 Recognizes and solves potential problems and evaluates project/program effectiveness.
 - 1:18 Develops, plans and schedules for meeting long-range department facility needs and service levels.
 - 1:19 Originates policies and operational procedures.
 - 1:20 Makes field inspections of department projects, sites, and operations to hold meetings and be aware of current projects and operational problems.
 - 1:21 Handles legal and contractual matters relating to department operations.
2. TECHNICAL EXPERTISE:
- 2:1 Provides program or project content expertise, which includes advising other City staff, the City Manager, the public, and/or the Commission, and delivering public presentations as assigned.
 - 2:2 Provides daily technical guidance to subordinate staff in the provision of the department's services.
 - 2:3 Assists other departments in technical matters, including but not limited to the Public Services Department related to water and sewer utilities or other engineering matters; Public Works with the Streets and Stormwater program; and other Departments requiring technical expertise, including review and development of design plans and contract documents, and capital projects planning.
 - 2:4 Participates in selection committees.
 - 2:5 Coordinates technical services for the City as assigned, including but not limited to overseeing professional services contracts and City Engineer related items so that they are assigned and completed in a technically proficient and cost-effective manner consistent with applicable procurement procedures.
 - 2:6 Confers with project personnel to provide technical advice and to resolve problems.
 - 2:7 Seeks technical guidance when needed, such as on unusual or complex problems or issues.
 - 2:8 Conducts research and writes reports/articles.
3. STAFF MANAGEMENT:
- 3:1 Establishes general policies and procedures for the department; plans, evaluates, monitors and directs activities of the department.
 - 3:2 Sets and maintains the level of quality and service for the department and provides clear goals and direction so as to expect the same from assigned staff.
 - 3:3 Provides daily oversight and direction to subordinate staff in the provision of departmental services.
 - 3:4 Ensures staff are provided applicable training and professional development expectations and opportunities. Implements policies that encourage such development.
 - 3:5 Recommends personnel for program/project implementation.
 - 3:6 Provides a leadership example for department staff with regard to functions such as public contact; project organization, communication and oversight; budget maintenance; work ethic; and report preparation.

- 3:7 Addresses employee problems effectively; approves the selection of new employees; provides training for department staff and evaluates performance of department subordinates; approves department promotions, disciplinary actions and discharges.
- 4. PUBLIC RELATIONS:
 - 4:1 Confers with engineers, developers, contractors / builders, regulators, and project partners on project matters; meets with various county, state and federal agencies regarding project requirements, ordinances and regulations.
 - 4:2 Develops and implements public involvement programs in advance of City projects.
 - 4:3 Maintains contact with the public during projects and confers with the public to solve special problems and to address specific concerns.
 - 4:4 Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
 - 4:5 Responds to citizen inquiries and complaints in a timely and courteous manner.
 - 4:6 Coordinates programs with other City departments and governmental agencies.
- 5. PERFORMS OTHER DUTIES AS REQUIRED.

QUALIFICATIONS:

EDUCATION

Required: Bachelor's Degree from an accredited college or university with a major in civil engineering, building construction, public administration, business administration, architecture, or a closely-related field; minimum of five (5) years of experience in project management.

Preferred: Master's Degree from an accredited college or university with a major in civil engineering, building construction, architecture, or a closely-related field.

EXPERIENCE

Ten (10) years of project management and/or or infrastructure-related capital projects experience. At least five (5) years' experience at a lead or supervisory level in the public sector preferred.

Civil, structural, utilities, or other engineering experience strongly preferred.

Experience with governmental agency projects management and projects with grants funding preferred.

LICENSURE

Valid Florida Driver's License required.

Professional Engineering license current in the State of Florida preferred.

Projects Management Certification, such as PMP, is preferred

A combination of education, training and/or experience may be substituted at the City's discretion for required education, experience/ management experience, and professional licensure.

KNOWLEDGE

Knowledge of:

Applicable federal, state and local statutes, regulations, ordinances, rules, policies and procedures

Plan review procedures

Engineering principles and design

Principles and practices of supervision

Advanced knowledge of Microsoft Office products (Word, Excel, and Outlook) and design software

Human and material resource management

Various committees, boards and commissions and the primary purpose of each

Code enforcement policies and procedures

SKILLS

Skill in:

Providing good customer service

Reading and interpreting contracts, specifications, site plans, blueprints, and shop drawings

- Performing engineering calculations
- Making decisions in accordance with City/department policies
- Reading, interpreting and explaining ordinances, codes, agreements and related documents
- Quickly and independently learning new software
- Using critical thinking skills to arrive at solutions and suggest improvements to processes
- Clearly communicating and understanding information in English, both orally and in writing
- Establishing and maintaining effective and cooperative working relationships with those contacted in the course of work
- Regularly attending work and arriving punctually for designated work schedule
- Functioning independently under minimal supervision
- Developing and maintaining effective interpersonal relations
- Oral communications in both one-on-one and group situations
- Operating standard office equipment including computer hardware and software
- Writing communications for both administrative and technical purposes
- Program management

WORKING CONDITIONS

- Contact with persons under a wide variety of circumstances.
- Subject to varying and unpredictable situations.
- Handles emergency or crisis situations.
- Subject to many interruptions.
- Subject to irregular hours.
- Some travel required
- On call duty may be required, occasional after-hours response required

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat		✓		
Crawl		✓		
Climb height 20 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception				✓

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right			✓	
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 24 lbs.		✓		
Over 24 lbs.		✓		

JOB LOCATION:

While many of the duties involved with this position are considered “office work”, some travel in the City to inspect sites or meet with citizen(s) is required. Also, occasional travel outside of the City for meetings, conferences, or seminars is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee’s Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: PROJECTS SUPERVISOR
DEPARTMENT: ~~BUILDING DEVELOPMENT~~ PROJECT ADMINISTRATION
REPORTS TO: PROJECT ADMINISTRATION DIRECTOR
DEPT. HEAD: PROJECT ADMINISTRATION DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~DECEMBER 2014~~ MARCH 2017

GENERAL STATEMENT OF JOB

This is very responsible technical, and contract administration project management work that involves acquisition plans, procurement administration, execution, supervision of assigned staff, and technical evaluation of construction contracts, project plans, and activities. Employees in this classification take responsibility for projects planning, contract administration, and construction oversight processes including assignments with complex and diversified projects involving design, construction, review, and maintenance of a variety of public works, utilities, roads and drainage programs or facilities. Employees are expected to exercise considerable independent judgment in resolving problems and supervising technical activities. Assists the Project Administration Director with various administrative functions of the department as assigned.

ESSENTIAL FUNCTIONS

1. TECHNICAL AND ADMINISTRATIVE DUTIES
 - 1.1. Coordinates and supervises phases of contract administration including construction reviews of public works, infrastructure, and other capital improvement contracts, project records, and payment requests.
 - 1.2. Performs and supervises preparation of change orders, manages inspections, documents plan changes, prepares status reports, and evaluates technical matters including inspection processes.
 - 1.3. Coordinates the combining of Requests for Proposals (RFP), Work Change Directives (WCD) and Additional Work Authorizations (AWA) into Request for Change Orders (RCO); assembles related documentation, prepares Request for Change Order packages and obtains agreement from county and contractor officials.
 - 1.4. Negotiates, administers, and tracks approved project change orders related to the contract from initiation through completion including cost and time impacts, and negotiates changes in contract time and cost.
 - 1.5. Reviews and approves contractors' construction work plans to determine that the contractor has accounted for the scheduling of all significant components of the total construction or project and that the effort has sequenced activity to conform to contract requirements.
 - 1.6. Performs inspection of construction projects, scheduling of compliance testing, tracks/controls costs, coordinates utility matters, and interacts with the public on project related matters.

- 1.7. Makes technical investigations, prepares administrative/technical reports on findings and assigns or delegates specific duties to subordinates and others on assigned projects.
- 1.8. Supervises and inspects contracts and construction and confers with contractors and other parties to ensure county standards are met.
- 1.9. Conducts a Preconstruction Conference attended by the city, engineer, general contractor and affected parties on field construction to establish a common understanding of the scope and objectives of projects.
- 1.10. Evaluates requests for material/equipment substitution made under the contract or project.
- 1.11. Reviews, reconciles discrepancies, and approves the Contractor's Schedule of Values (cost breakdown) to establish a reasonably balanced distribution of costs to the various elements of the total construction to serve as a basis for progress payments and determination of cost impact of changes including documenting reasons related to any discrepancies between the estimated costs versus actual costs.
- 1.12. Identifies tentative date of substantial completion; prepares, and issues Certificate of Substantial Completion with a list of stated qualifications (punch list).
- 1.13. Obtains concurrence of city and contractor with date of substantial completion and punch list, and issues Certificate of Substantial Completion with definitive date of substantial completion.
- 1.14. Receives, reviews, and renders professional and technical determinations on entitlement and magnitude of entitlement in response to written notifications of claims made by either the contractor or the county in accordance with applicable contracts, regulations, and provisions.
- 1.15. Coordinates, conducts, and documents inspections and final acceptance by city officials.
- 1.16. Serves as initial responder for after-hours emergencies for division – subject to being on call.
- 1.17. Assists the Project Administration Director with various administrative functions of the department as assigned.
- 1.18. Performs related work as assigned or required.
2. SUPERVISORY (FOR ASSIGNED STAFF OR SITUATIONS):
 - 2.1. Serves as primary point of contact for the Building Development Project Administration Director related to projects supervision.
 - 2.2. Ensures effective processes are in place and followed for projects communication among involved City departments, City leadership, project stakeholders, and the public.
 - 2.3. Supervises subordinate division personnel.
 - 2.4. Coordinates staff activities, instructing, scheduling, assigning, inspecting, reviewing and planning work of others.
 - 2.5. Maintains standards and ensures proper safety practices and precautions, allocates personnel.
 - 2.6. Assists Director with employee problems, selecting new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases.
 - 2.7. May serve in division-department supervisory capacity as assigned.

- 2.8. Provides training, including presentations or demonstrations to staff as assigned.
- 2.9. Assists Director with emergency response planning and other emergency or after-hours operations as assigned.
- 2.10. Works for growth and advancement within the profession through maintaining an active apprenticeship program, encouraging participation in professional associations and training/licensing programs.
- 2.11. Required to emulate a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

KNOWLEDGE, SKILLS, AND ABILITIES

- 3.1. Knowledge of the principles and practices of civil engineering and advanced mathematical applications to surveying and engineering computation.
- 3.2. Knowledge of the principles, techniques and practices of topographic or hydrographic surveying, land surveying and traffic management practices.
- 3.3. Knowledge of modern development, current literature and sources of information on civil engineering and public works design, construction, operations and maintenance.
- 3.4. Skill in the use of engineering instruments and equipment and ability to utilize related computer applications.
- 3.5. Ability to perform project planning functions, project management, and administer construction contracts.
- 3.6. Ability to apply computer applications and software.
- 3.7. Ability to develop and supervise major roadway, structural, water supply and sanitary sewerage projects and the work of assigned subordinates.

ADMINISTRATIVE FUNCTIONS

- 4.1. Communicates and interacts effectively with project stakeholders, including City staff and the public by telephone, fax machine, email and in person in order to assist in all aspects of project management.
- 4.2. Corresponds with the general public; explains projects to citizens.
- 4.3. Receives, drafts, prepares, completes, files, reviews, and/or submits records and documents including reports, surveys, plans, calculations, projections, easements, spreadsheets, charts, and general office correspondence.

QUALIFICATIONS:

EDUCATION / EXPERIENCE

Six (6) years engineering or construction management, contract administration or directly related experience with an understanding of Computer Automated Drafting (CAD) systems that includes supervision or supervisory training and project management experience or project management training, or

Bachelor's degree in civil engineering, construction management or related field with a basic understanding of the use of Computer Automated Drafting (CAD) systems and 3 years' experience as described above; or

~~An equivalent combination of education, training and/or experience.~~

LICENSURE / CERTIFICATIONS

Valid Florida Driver's License.

Projects Management Certification, such as PMP, is preferred

Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

An equivalent combination of education, experience, and professional licensure / certifications may be considered by the City.

ADMINISTRATIVE SKILLS

Computer Skills

Input data into computer programs
Use computer packages to prepare graphics/charts
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones.
Compose letters.
Coordinate events.
Coordinate meetings

GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS

Personal computer	Photocopier	Motor vehicle operations
Calculator	Fax	Microfiche or microfilm
Balance figures	Compile Statistics	Maintain filing systems
Maintain Logs	Proofread documents	Research information
Develop office procedures	Establish filing systems	Graphic Presentations
Computer peripheral equipment	<u>Smart phone</u>	

WORKING CONDITIONS/ENVIRONMENT

Contact with persons under a wide variety of circumstances.
Occasionally subjected to irregular hours.
Subject to varying and unpredictable situations.
Subject to many interruptions.
Occasional pressure due to multiple calls and inquiries.
Local travel required.
On call duty required, occasional after-hours response required
The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	<u>NEVER</u>	<u>OCCASIONALLY</u>	<u>FREQUENTLY</u>	<u>CONTINUOUSLY</u>
<u>Sit</u>			<u>✓</u>	
<u>Stand</u>			<u>✓</u>	
<u>Walk</u>			<u>✓</u>	

<u>Bend</u>			<u>✓</u>	
<u>Squat</u>		<u>✓</u>		
<u>Crawl</u>		<u>✓</u>		
<u>Climb height 20 ft.</u>		<u>✓</u>		
<u>Reach above shoulder level</u>		<u>✓</u>		
<u>Crouch</u>		<u>✓</u>		
<u>Balance</u>		<u>✓</u>		
<u>Kneel</u>		<u>✓</u>		
<u>Verbal Communications</u>				<u>✓</u>
<u>Written Communications</u>				<u>✓</u>
<u>Hearing ordinary conversation</u>				<u>✓</u>
<u>Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more</u>				<u>✓</u>
<u>Peripheral Vision, Distinguish colors, and Depth Perception</u>				<u>✓</u>

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	<u>NEVER</u>	<u>OCCASIONALLY</u>	<u>FREQUENTLY</u>	<u>CONTINUOUSLY</u>
<u>In simple grasping: Right</u>			<u>✓</u>	
<u>Left</u>			<u>✓</u>	
<u>In firm grasping: Right</u>			<u>✓</u>	
<u>Left</u>			<u>✓</u>	
<u>In fine manipulating: Right</u>			<u>✓</u>	
<u>Left</u>			<u>✓</u>	
<u>In operating foot controls: Right</u>			<u>✓</u>	
<u>Left</u>		<u>✓</u>		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	<u>NEVER</u>	<u>OCCASIONALLY</u>	<u>FREQUENTLY</u>	<u>CONTINUOUSLY</u>
<u>Up to 24 lbs.</u>		<u>✓</u>		
<u>Over 24 lbs.</u>		<u>✓</u>		

PHYSICAL REQUIREMENTS OF JOB

The following list is not exhaustive, it merely provides some of the physical duties of the position.

Continuously: Verbal communications, written communications, hearing ordinary conversation, near and far acuity.

Frequently: Stand, walk, sit, reach above shoulder level, peripheral vision, and distinguish colors and depth perception.

Occasionally: Bend, squat, crouch, balance.

COORDINATION FOR REPETITIVE ACTION

Frequently: Simple grasping of right and left hands, fine manipulation of right and left hand.

~~Occasionally: Firm grasping with right and left hand, operating right foot control.~~

ABILITY TO LIFT, CARRY, PUSH/PULL

~~Job requires ability to lift:~~

~~Continuously: Up to 10 pounds.~~

~~Frequently: Up to 24 pounds~~

~~Occasionally: Up to 34 pounds.~~

~~Job requires ability to carry, push/pull:~~

~~Frequently: Up to 10 pounds.~~

~~Occasionally: Up to 24 pounds.~~

~~The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.~~

JOB LOCATION:

City Hall, frequent local field investigations and meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: SITE INSPECTOR
DEPARTMENT: ~~BUILDING DEVELOPMENT~~ PROJECT ADMINISTRATION
REPORTS TO: PROJECT ADMINISTRATION DIRECTOR
DEPARTMENT HEAD: PROJECT ADMINISTRATION DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
ORIGINATION: ~~JULY 2016~~ MARCH 2017

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional work involving various construction and engineering projects; monitors, coordinates, inspects, provides permit assistance, evaluates, expedites, recommends change orders, expedites and/or approves payments, reviews and expedites shop drawings, plans, and technical specifications, and investigates complaints, and provides or recommends solutions to issues. ~~conducting plan review and field inspections of commercial and residential infrastructure.~~ Monitors all phases of projects for compliance with plans, specifications, various standards, and regulations for; sanitary, storm and water main installation, retention/detention ponds, new streets, curb, sidewalk and roadway improvements, and other assigned projects. Coordinates project activities with activities of other City departments, the public, and outside involved agencies. Coordinates with contractors to ensure the successful completion of projects. Frequently interacts with the public to communicate project objectives and progress.

ESSENTIAL FUNCTIONS

1. ADMINISTRATIVE FUNCTIONS

- 1.1 Perform construction plan review.
- 1.2 Observe the maintenance of MOT and OSHA safety requirements.
- 1.3 Commercial/Residential NPDES inspections and reports.
- 1.4 Perform site inspections of all projects one to two times daily.
- 1.5 Meet site foremen daily to discuss project activities.
- 1.6 Attend pre-construction and progress meetings for each project.
- 1.7 Log all inspections into the City computer/I-pad.
- 1.8 Witness and log water main pressure tests.
- 1.9 Required to serve as post storm responder or after hour emergencies for division as assigned.

1:10 Assists the Project Administration Director with various administrative functions of the department as assigned.

2. OPERATIONAL FUNCTIONS

- 2.1 Frequently interacts with outside agency employees, contractors and the public to ensure the successful accomplishment of project objectives.
- 2.2 Investigates and defines problem areas, recommending solutions or courses of action in regards to site safety.
- 2.3 Monitors activities of various County and State agencies, City policies and ordinances.
- 2.4 Coordinates public relations with residents and businesses affected by various Projects.
- 2.5 Performs all other related duties as required.

EDUCATION

Required: High school diploma or GED.

Preferred: Associates Degree or Bachelor's Degree from an accredited college or university with a major in science/engineering/technology/construction management, building construction, or a closely-related field.

EXPERIENCE

Required Experience Level: Two (2) years of responsible experience in construction project administration and field inspection.

Preferred Experience Level: three to five years experience in a progressively responsible position in the area of private or public sector construction project administration and field inspection with demonstrated experience in management and strong interpersonal and organizational skills. **Civil, structural, utilities, or other engineering experience strongly preferred. Experience with governmental agency projects management and projects with grants funding preferred.**

LICENSURE

Required: Must possess and maintain a valid Florida Driver's License.

Preferred licensure or certifications include: Water Distribution License, Wastewater Distribution System Operator Certification, Stormwater Operator Certification, OSHA Certification, and/or MOT Certification

An equivalent combination of education, experience, and professional licensure/certification may be considered at the City's discretion.

ADMINISTRATIVE SKILLS

Computer Skills
Input data into computer programs
Compose letters

Communication Skills
Answer telephones
Coordinate meetings

GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS

City computer/l-pad / smart phone
 Calculator
 Maintain logs
 Develop office procedures

Photocopier
 Fax

Motor vehicle operations
 Research information

WORKING CONDITIONS/ENVIRONMENT

Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Subject to many interruptions.
 Occasional pressure due to multiple calls and inquiries.
 Local travel required.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

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Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			X	
Stand			X	
Walk			X	
Bend		X		
Squat		X		
Crawl		X		
Climb height 20_ft.		X		
Reach above shoulder level			X	
Crouch		X		
Balance		X		
Kneel		X		
Verbal Communications				X
Written Communications				X
Hearing ordinary conversation				X
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				X
Peripheral Vision, Distinguish colors, and Depth Perception				X

Job Requires Coordination For Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right			X	
Left			X	
In simple and firm grasping: Right			X	
Left			X	
In fine manipulating: Right			X	
Left			X	

Job Requires Ability to Lift, Push, Pull and/or Carry:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.				X
Up to 24 lbs.			X	
Up to 3 Over 24 lbs.		X		

JOB LOCATION:

City Hall, frequent local field investigations and meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name