



perform, with or without the assistance of other personnel, the duties specified herein, is not intended to be an exhaustive list of all duties. The omission of any duties does not constitute a promise that such duties will not be assigned to the employee.

- Performs the design and construction of projects and ensures that all projects are completed on time, on budget, and to the satisfaction of the client.
- Prepares and issues orders for professional consultants and contractors.
- Prepares Requests for Proposals (RFP), Requests for Information (RFI), and Requests for quotes for a variety of services and resources.
- Reviews and interprets general code requirements.
- Prepares and issues recommendation for award of contract; prepares contracts, plans, specifications, and estimates.
- Prepares and issues consultant pay requests.
- Prepares and issues purchase orders, budget, and schedule.
- Prepares and issues reports for upper management and stakeholder information.
- Provides technical information and guidance on municipal projects; resolves project issues.
- Prepares required municipal, state, and federal reports for various construction projects; prepares reports, memorandums, and related correspondence pertaining to contract and regulatory compliance.
- Prepares construction documents and specifications.
- Coordinates with other city departments, external agencies and applicants on projects.
- Prepares Commission memorandum for Commission Approval.
- Performs other duties as required.

1. Possession of a current License as a registered Professional Engineer in the State of Florida or as a Certified Construction Manager or Certification as a Project Management Professional (PMP).

_____ will not be required to work during a declared emergency but may be required to work in some capacity after the declared emergency. The employee's Department Head will determine when the employee will be required to work.

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

_____ : Maintains a high degree of enthusiasm, self-reliance, and self-starting approach to achieve and maintain higher levels of performance. Lead by example to inspire employee commitment and motivation to ensure that Community Builders (employees) and neighbors (customers) experience the highest level of service and satisfaction.

_____ Demonstrates a commitment to quality, takes pride in work, and strives to deliver the best possible results. Upholds the City's Quality Management System (QMS) through provision of consistent quality services that meet the needs and expectations of neighbors (customers) and other interested parties. Aims to

emotions, time, energy, and performance.

_____ Demonstrates knowledge of what results are important, and focuses resources to achieve them.

_____ Takes personal responsibility for outcomes.

_____ Care about work assignments and meets expectations for work schedules and accomplishing assignments. Shows commitment to the organization and its goals.

_____ Speaks, writes, and listens effectively in a variety of circumstances, shares information and ideas with others.

_____ Degree of trustworthiness and ethical behavior of an individual with consideration for the knowledge one has of the impact and consequences when making a decision or taking action. All community builders should familiarize themselves with the *City's Policy and Standards Manual (PSM) Chapter 6, Section 10, Sub Section 8 (City Employee Code of Ethics)*.

_____ Works effectively with others to achieve business goals and objectives. Takes steps to promote cohesiveness, collaboration and synergy with associates throughout the organization. Bridges personal, business and cultural differences to work effectively in team settings.

_____ Builds a logical approach to address problems or opportunities or manage the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary.

_____ Demonstrates responsibility for, and handles accurately, the details associated with one's work.

_____ Establishes rapport with people easily, develops and maintains a network of contacts that can provide information, help and access to others.

_____ The ability to identify the information needed to clarify a situation needed to clarify a situation, seek that information from appropriate sources, and uses skillful questioning to draw out the information, when others are reluctant to disclose it.

_____ Focuses on achieving goals and results; willing to persist in the face of obstacles.

_____ Analyzing and diagnosing problems to resolve them or minimize their negative consequences. Isolating, defining and seeking solutions to problem areas. Analyzing problems or procedures, evaluate alternatives, and select best course of action. Adapting traditional approaches or devising new approaches, concepts, methods, designs, processes, technologies and systems.

_____ Demonstrates the ability to manage the course of a project in the most efficient and effective way.

_____ Applies and improves extensive or in-depth specialized knowledge, skills, and judgment to accomplish a result or to accomplish one's job effectively.

_____ The extent to which one is able to independently determine the need

for personal and professional growth, appropriately identify relevant learning opportunities, and willingly participate in such developmental opportunities.

_____ Works effectively with others to achieve business goals and objectives. Takes steps to promote cohesiveness, collaboration and synergy with associates throughout the organization. Bridges personal, business and cultural differences to work effectively in team settings.

Established Date: 11/18/2018
Management Category: 3
FLSA: Non-Exempt
Job Code: FP029

Revised Date: November 30, 2018
Classification Level: Principal
EEO Code: 2 – Professional
Pay Grade: FP11

The City of Fort Lauderdale is

- * 1. This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question as thoroughly as possible, with information and examples that are relevant to your personal knowledge and hands-on experience, as your responses will be rated by how they relate to the position to be filled. Please answer each question in this application supplement directly and DO NOT make references such as "See Resume." Failure to complete the answers in this supplement may result in a lower rating. Unanswered questions, incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. If a supplemental question is not applicable, or you do not have an answer, please indicate "N/A" as your response. Please indicate that you have read and understand the above instructions by typing your name below.
- * 2. Do you currently work for the City of Fort Lauderdale? If so, indicate status.
- Full-time
 - Part-time
 - Temporary
 - N/A
- * 3. Do you possess a valid Professional Engineer (PE) license in Florida or other state in the US?
- Yes No
- * 4. Do you possess a Bachelor's or other advanced degree in Civil Engineering, Construction Management, Project Management, or other appropriate technical field.
- Yes
 - No
- * 5. Do you possess at least four (4) years of progressively responsible post-graduate experience in one or more of the following areas: design and construction of water, wastewater or stormwater improvement projects.
- Yes
 - No

- * 9. Describe your knowledge and experience in working with AutoCAD Civil 3D, ArcGIS, and any other type of Asset Management Software/Systems.

- * 10. What interests you about working for the City of Fort Lauderdale and why are you the best candidate for this position?

- * 11. Describe your knowledge and experience in the design/construction of infrastructure, including streets, sidewalks, right-of-way improvements, and airport projects, and related facilities.

- * Required Question