

VACANCY ANNOUNCEMENT

JOB TITLE: Special Projects Manager

POSTING DATES: January 12, 2022 – Until Filled

WORK LOCATION: LaBelle, FL

POSITION SUMMARY:

This is highly responsible managerial work planning and coordinating major County construction, renovations and future building projects. Work is performed under the general direction of the County Administrator.

DUTIES AND RESPONSIBILITIES:

Perform as Construction Manager for County Capital Outlay Projects.

2. Under general direction, plans, organizes budgets and directs the development and improvement of County projects.
3. Maintains departmental standards in accordance with County policy, including planning, budgeting and personnel administration.
4. Prepares and coordinates bid specifications and documents.
5. Perform all contractual duties for the hard and soft construction costs for the prescribed project.
6. Assists in the establishment of a long-range capital improvement program.
7. Work with Architects and Consultants to ensure projects are completed within prescribed timeframes and budget, unless scope of services is modified or extended by the appropriate internal approvals.
8. Supervises projects in design and construction stages and serves as direct contact between design consultants, construction managers and contractors and County staff.
9. Assists with negotiation of construction contracts and prepares related agenda items.
10. Conducts inspections of construction sites.
11. Coordinates permit applications for the County with other governmental agencies as required.
12. Develops reporting systems to inform Administration and BOCC of planned versus actual construction progress and capital budget expenditures.
13. Attends and conducts meetings and gives oral presentations. Prepares reports and maintains records.
14. Requisitions supplies and purchase of equipment.
15. Supervises records in accordance to County and State requirements.
16. Complies and interprets data for reports and memoranda regarding operating achievements and cost.
17. Advises on policies and operations; assists in resolving unusual or difficult problems.
18. Assists operating departments with development of costs estimates for budgeting purposes and development and evaluation of RFP's/Bids relating to Capital Projects.

19. Schedules and Conducts inspections for housing quality standards established for County grant programs. Documents inspection results and enters data in on-line system. Uses diplomacy and tact to notify owner regarding areas of non-compliance with codes, ordinances, and industry best practices, and advises of possible methods or materials to bring home into compliance.
20. Notifies supervisor of significant disputes with owners and renters.

OTHER FUNCTIONS:

Responds to work during a declared state of disaster.

KNOWLEDGE, SKILLS ABILITIES AND COMPETENCIES REQUIRED:

Thorough knowledge of the materials, equipment, methods and practices essential to the maintenance and construction of facilities.

- Ability to prepare and interpret plans and diagrams.
- Knowledge of construction principles and practices relating to public building and facility construction.
- Ability to plan and coordinate multiple firms and personnel involved in County construction projects.
- Ability to establish and maintain effective working relationships with other governmental agencies, civic groups and the general public.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to express oneself effectively, both orally and in writing.
- Knowledge of budgets and budget preparation.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with major course work in Business or Public Administration, Architecture, Engineering or related field; six (6) years-experience of progressively responsible experience in the construction industry.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

A valid Florida Driver's license.

General Contractors License preferred

HOURS OF WORK:

8:00 am to 5:00 pm.

ANTICIPATED STARTING PAY:

Pay rate is \$ 32.00 per hour minimum and final salary will be determined upon experience. This is a full-time hourly position that includes County medical benefits and State Retirement.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN
HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS
WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT
THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.