



Indian River County Board of County Commissioners
Infrastructure Project Manager

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| SALARY | \$87,159.02 - \$139,454.38 Annually | LOCATION | Vero Beach, FL |
| JOB TYPE | Full Time | JOB NUMBER | 01877 |
| DEPARTMENT | Public Works | DIVISION | County Engineering |
| OPENING DATE | 01/23/2025 | CLOSING DATE | Continuous |

Description

Welcome, we are excited you are here.

WHY INDIAN RIVER COUNTY IS THE PLACE FOR YOU:

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| <p style="text-align: center;">FINANCIAL PERKS</p> <ul style="list-style-type: none"> ◆ Competitive Pay ◆ Pay Increase After Successful 6-month Probation – 5% ◆ General Wage Increases: FY 23/24 – 6% FY 22/23 – 6% FY 21/22 – 4% ◆ Annual Performance Increase - 2.5% ◆ Florida Retirement System | <p style="margin: 0;">PAID TIME OFF</p> <div style="background-color: white; color: #2196F3; padding: 10px; border-radius: 15px; margin: 10px auto; width: 80%;"> <p>11 Holidays 2 Personal Days 2 Weeks' Vacation 12 Sick Days Per Year</p> </div> | <p style="text-align: center;">GENEROUS BENEFITS</p> <ul style="list-style-type: none"> ◆ Free Employee & Family Health Clinic ◆ Excellent Health Insurance ◆ Free Employee Dental, Vision, Life, and VLTD Insurance ◆ Pre-Tax Medical FSA ◆ Pre-Tax Dependent Care FSA ◆ Employee Assistance Program ◆ Tuition Reimbursement ◆ Plus, so much more..... |
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[Indian River County Employee Benefits Booklet](#)

Perks & Benefits are based on Board of County Commissioners yearly approval

Take a peek at what our beautiful County has to offer -

[Indian River County, Florida - Chamber of Commerce](#)

INFRASTRUCTURE PROJECT MANAGER:

Performs oversight and management of roadway and infrastructure related projects, including supervising support staff. Project Manager manages various stages of infrastructure projects, and other public works improvements. This position requires collaboration with stakeholders, adherence to regulatory standards, and flexibility to adapt to changing project needs and priorities. This is a professional position, working under the general direction of the Public Works Director (or designee) and Roadway Production Manager (or Assigned Supervisor), with significant latitude for independent judgement.

Essential Job Duties

- Manages engineering consultants and contractors during the design and construction of Capital Improvement Projects; performs site inspections; ensures projects are completed on time, on budget, and with high levels of quality assurance.
- Prepares, negotiates, executes, and manages contracts and task orders for professional consultants and contractors
- Prepares and oversees the preparation of Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and other bidding documents for a variety of services and resources in compliance with municipal, state, and federal codes and standards.
- Provides analysis, evaluation, and recommendations for award of contract; prepares projects for bid, including reviewing of plans, specifications, and estimates.
- Reviews and approves contractor and consultant pay requests.
- Develops and monitors project scope, budget, and schedule. Prepares reports for upper management and stakeholder information.
- Provides technical information and guidance on capital projects; resolves project- related issues.
- Prepares required municipal, state, and federal reports for various projects; prepares reports, memorandums, and related correspondence pertaining to contract and regulatory compliance.
- Assembles construction documents and specifications.
- Coordinates with other County Departments, external agencies, and applicants on projects.
- Drafts commission memorandum and reports for presentation to Board of County Commissioners.
- Performs related duties as required.
- Will be required to work during a declared emergency. The employee's Department Head will determine who will be required to work.

Typical Requirements

Education and Experience:

- Bachelor's degree in civil engineering, construction management or a related field from an accredited institution.
- Minimum of 10 years of progressively responsible experience in engineering, project management or a related field.
- A master's degree in civil engineering or related fields may substitute for one year of experience.
- Equivalent combinations of education and professional experience will be considered.

Licenses, Certifications or Registrations:

- Valid Florida driver's license.

Knowledge, Abilities and Skills:

Comprehensive knowledge of civil engineering principles, construction techniques, and public works operations.

Strong analytical and problem-solving skills, with the ability to make sound decisions based on technical data.

Proficiency in computer-aided design (CAD) software, GIS applications, and other engineering tools.

Knowledge of materials, methods, and techniques of general construction and road construction.

Familiarity Florida Department of Transportation (FDOT) Design Standards and Specifications for Road and Bridge Construction.

Ability to read and interpret complex engineering plans, plats, and profiles.

Ability to prepare and submit clear and precise technical reports.

Ability to supervise and coordinate the work of consultants.

Considerable knowledge of current literature, trends, and developments in the field of engineering and project management.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Knowledge of state and federal transportation and/or public facility development grants.

Experience in technical writing, and grant administration and management.

Ability to facilitate field data collection with staff performing engineering inspections.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Demonstrated leadership and interpersonal skills to effectively supervise and collaborate with staff, contractors, and stakeholders.

Supplemental Information

ENVIRONMENTAL CONDITIONS:

Work is performed inside in an office environment. Periodic site visits are required, which will involve working outdoors with exposure to heat, dust, and inclement weather conditions.

SUPPLEMENTAL INFORMATION:

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Management reserves the right to modify, add or remove duties and assign other duties as necessary that are a logical assignment to the position.

JOB DESCRIPTION / ADA ACKNOWLEDGEMENT

ATTESTATION

I understand that a qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

I have read the job description for the above position and understand the job duties, requirements, and responsibilities for the position. I attest that I am able to perform the essential functions as outlined in the job description either with or without accommodation. I understand that if I require accommodation, I will contact the Human Resources Department to request accommodation.

If I have any questions about the job duties described in the above job description, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I have discussed any questions I may have had about this job description prior to signing this form.

Employees Signature

Date

Employees Name (Please Print)

Employee Number

Employer

Indian River County Board of County Commissioners

Address

1800 27th Street, Building B

Vero Beach, Florida, 32960-3365

Phone

772-226-1628

Website

<http://www.indianriver.gov>