

STATE OF FLORIDA
POSITION DESCRIPTION

250-020-10
HUMAN RESOURCES/DMS
12/10

CAREER SERVICE <input type="checkbox"/> SELECTED EXEMPT SERVICE <input type="checkbox"/> SENIOR MANAGEMENT SERVICE <input type="checkbox"/> OTHER <input type="checkbox"/> _____			
POSITION LOCATION INFORMATION		Position Exempt Under 110.205() (), F.S. Managerial <input type="checkbox"/> Confidential <input type="checkbox"/> Supervisory <input type="checkbox"/> Other <input type="checkbox"/> _____	
NAME OF AGENCY: Florida Department of Transportation		Organization Level: Current: _____ Proposed: _____	
DIVISION/COMPARABLE:		Position Number: 550	FTE: 1.00
BUREAU/COMPARABLE:		Current Broadband Level Code:	Security Role Code:
SECTION/SUBSECTION:		Current Class Title:	Current Class Code:
HEADQUARTERS/COUNTY CODE: /		Proposed Broadband Level Code: 17-2199-04?	Proposed Class Title: Professional Engineer I
INCUMBENT:		Proposed Class Code: 4657?	Type of Transaction:
APPROVAL AUTHORITY USE ONLY			
POSITION ATTRIBUTES: EEO: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> CBU: 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 18 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 89 <input type="checkbox"/> 99 <input type="checkbox"/> Other <input type="checkbox"/> _____ Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/> Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> CAD: Yes <input type="checkbox"/> No <input type="checkbox"/>		Broadband Level Code	Class Code
		Approved By	Effective Date:
APPROVED BROADBAND OCCUPATION:			
APPROVED BROADBAND CLASS TITLE:			
WORKING TITLE: Construction Project Administrator II			
1. This position reports directly to: Position Number 550 _____ Broadband Level Code _____ Broadband Occupation _____ Class Code _____ Class Title _____			
2. Broadband level code, class title, class code, position number, and headquarters location of each position which reports directly to this position:			
3. What statutes establish or define the work performed?			
4. This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.: Yes <input type="checkbox"/> No <input type="checkbox"/>			
5. Current budget for which this position is accountable (if applicable): (include Budget Entity)			
_____ Salaries & Benefits		_____ O.P.S.	
_____ F.C.O.		_____ Data Processing	
		_____ Expenses	
		_____ TOTAL ALLOTMENT	
If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.			

6. Duties and Responsibilities - Describe in detail the specific duties and responsibilities assigned to this position and the percentage of time for each. Indicate the role of this position in accomplishing the unit and agency mission. If applicable, include examples of independent, final policy decisions made and show their effect on the agency, the public, or other state agencies.

% of Time	Duties and Responsibilities
20%	Performs advanced engineering work on multiple mid-size to major projects of moderate to high complexity. Schedules and manages subordinate staff assigned to respective projects for satisfactory job performance ensuring their compliance with Department policies and procedures related to Construction Engineering and Inspection. Promotes safety standards of personnel and equipment at the Construction project site. Provides on-site engineering design and construction support in resolving project related problems. Provides on-the-job training in construction inspection, testing and procedures by routinely meeting on the project sites and reviewing project schedules and daily reports. Provides technical assistance and related coordination activities to utility companies that are in construction phases with regard to relocation of utilities within project limits. May be required to operate a Florida Department of Transportation Vehicle. Prepares, signs and seals engineering documents.
15%	Prepares Monthly Progress Estimates, Final Estimates and other project correspondence or oversees the preparation of these if assigned to subordinate staff. Develops Contract Modifications to compensate for additional work and time. Responsible for public awareness and resolution of customer complaints related to assigned projects under construction. Reviews contract claims for time/monies and submits recommendations to the Resident Engineer and/or Operations Engineer. Recommends final acceptance of projects in conjunction with the Resident Engineer and/or Operations Engineer.
15%	Reviews construction plans and provides comments on constructability and contract time prior to projects going to letting. Coordinates Federal Highway Association (FHWA) approval of necessary contract modifications. Accompanies FHWA Engineers on project inspections as required. Investigates issues and arrives at solutions that are satisfactory to both the FHWA and the Department. Monitors EEO (Equal Employment Opportunity) compliance, On-the-Job training and DBE's (Disadvantaged Business Enterprise) to assure contract requirements are met by the contractor. Participates in design build selection process. Develops Position Papers and responses to contractor opposing Positions Papers for presentation at Disputes Review Board (DRB) Hearings and makes recommendations to the Resident Engineer/Operations Engineer for acceptance or rejection of a DRB ruling.
15%	Manages Consultant Construction Engineering and Inspection (CCEI) contracts and is in responsible charge of CCEI managed construction projects at all times. Visits assigned projects and monitors the CCEI to ensure construction project administration is in accordance with the contract documents, the Construction Project Administration Manual (CPAM), department policies and procedures. Provides guidance to the CCEI on plan errors, field changes, extra work, contract interpretations and procedure interpretations. Reviews and provides guidance to the CCEI on construction supplemental agreements, work orders, time extensions and other contract changes. Acts as the liaison between the CCEI, the Design Project Manager (DPM) and the Engineer of Record (EOR).
15%	Prepares CCEI manpower estimates and budget estimates. Responsible for the CCEI contract acquisition and prepares CCEI Scopes of Services both in conjunction with the District Construction Office and the Professional Services Office. Serves as a Technical Review Committee (TRC) member for CCEI selections. Reviews and evaluates Letters of Interest and written technical proposals. Develops interview questions for CCEI selections on complex bridge construction projects. Works in conjunction with the District Construction Office and the Professional Services Office to negotiate contracts for CCEI services. Conducts the Pre-Service Meeting with the CCEI firm in accordance with the CPAM.
15%	Reviews and approves monthly CCEI invoices. Performs quarterly/final CCEI performance evaluations and in-depth engineering reviews in accordance with the CPAM. Reviews and recommends approval of CCEI personnel action requests. Reviews and approves Supplemental Amendments for additional services on CCEI contracts.
5%	Performs other duties as assigned.

7. Knowledge, skills and abilities, including utilization of equipment, required for the position:
Knowledge of the concepts, terminology, principles and analytical techniques of roadway and bridge construction; Knowledge of problem solving techniques; Knowledge of computer applications; Skill in using engineering tools, equipment and/or instruments; Skill in conflict resolution; Skill in reviewing, analyzing and negotiating contracts, claims or time extensions; Ability to monitor and inspect engineering projects; Ability to effectively communicate orally and in writing; Ability to determine work priorities; Ability to plan, organize, coordinate and schedule work assignments.

8. Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):
This position requires certification in Final Estimates Level I, Final Estimates Level II, and QC (Quality Control) Manager through the Construction Training Qualification Program (CTQP) and Advanced Maintenance of Traffic. Must obtain within six (6) months and maintain thereafter.

Registration as a Professional Engineer, in accordance with Chapter 471, Florida Statutes.

9. Other job-related requirements for this position:

While on duty status, the incumbent of this position may be required to drive a state owned or leased vehicle to perform the duties of the position. A valid Class "E" driver's license is required.

10. Working hours: (A) Daily from **8:00AM** to **5:00PM** (B) Total hours in workweek **40** (C) Explain any variation in work (split shift, rotation, etc.) **M-F** (D) Work Week Type 5 - 08 (E) Shift Code Regular = 0

11. Agency Use Only –

Check those that apply: Uniform Allowance CJIP Bond Indicator Drug Screening Re-screening
 Security Check: No security screen required Background investigation required Background & fingerprint required
 Fingerprint investigation required Access to abuse records Caretaker Financial Law enforcement Management
Sensitive Agency security check **Other:** Purchasing Agent Vendor Invoice/Warrant Processing
Work with/around Department of Corrections Inmates Drivers License Type A B C E
 Present InterDept # : _____ Proposed InterDept # : _____
 PHYSICAL COUNTY/COUNTY CODE: _____ / _____

Changes to the Position Description: Indicate specifically what has changed in this position description since it was last updated, reclassified or add/deleted. Include specific functions or duties and/or responsibilities that have been added or taken away.

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

Incumbent signature: _____		Date: _____
Discussed with employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Supervisor's signature: _____	Title: _____ Date: _____
Approval of Reviewing Authority: (Division Director, Agency Head or other)	_____	Title: _____ Date: _____
Approval of Agency Personnel Officer:	_____	Title: _____ Date: _____