



Project Manager

EEO Class Code: First/Mid Offs & Mgrs.

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park

Job Description

Department: Public Works

Supervises: None

Position Reports To: Public Services Director or City Engineer

Sworn: No

Job Specifications

NATURE OF WORK

The Project Manager oversees the planning, design, and delivery of capital and operational projects related to stormwater, water, wastewater infrastructure, roadway improvements and all appropriate projects for the Public Works Department. This role combines technical expertise with professional project management skills to ensure successful execution of critical municipal infrastructure initiatives. This includes leading a range of major capital and smaller annual projects from initial concept through completion and occupancy. Responsibilities involve managing feasibility studies, planning, design, cost estimation, construction oversight, commissioning, and project closeout. The role requires strong negotiation skills, effective stakeholder communication, regular professional updates and presentations, and the ability to implement and enhance project management systems. The position manages consultant teams, reviews construction documents, supports procurement, and ensures compliance with applicable regulations and industry standards.

ILLUSTRATIVE TASKS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

- Manage assigned projects from planning through construction close-out, including budgeting, scheduling, permitting, procurement, and quality control.
- Review design submittals, engineering drawings, technical specifications, and bid documents prepared by consultants or in-house staff.

- Coordinate with city departments, consultants, contractors, and regulatory agencies to ensure project milestones and compliance requirements are met.
- Lead or participate in the development of Requests for Proposals (RFPs), bid packages, and technical evaluations of bids.
- Track project expenditures and schedules; provide progress reports to department leadership.
- Conduct site inspections and technical evaluations of project progress and field conditions.
- Respond to field conflicts, RFIs, and change order requests in collaboration with contractors and engineering consultants.
- Support the integration of asset management principles, GIS data, and resiliency best practices into project design and implementation.
- Maintain accurate records, technical files, and as-built drawings.
- Reviews, prepares, and oversees project cost estimates and budgets.
- Presents to the Town Commission and/or any Town Advisory Boards or committees, civic groups, and the public on project-related issues as needed.
- Performs other related tasks as assigned
- Performs emergency response duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

The Project Manager should have experience with:

- Proficiency in reading and interpreting civil engineering plans and specifications.
- Strong knowledge of project delivery methods, public procurement, and contract administration.
- Ability to manage multiple concurrent infrastructure projects, teams, and budgets.
- Excellent written and verbal communication skills, including technical reporting and stakeholder coordination.
- Familiarity with AutoCAD, GIS, MS Project, or equivalent project/engineering software.
- Knowledge of the methods, materials and equipment required for the construction and for the maintenance and repair of public works infrastructure, buildings, and facilities.
- Ability to inspect contract repair and construction work.
- Knowledge of Federal and State regulations, including knowledge of environmental rules and regulations, permits, etc. and the requirements and procedures for securing grants.
- Knowledge of basic principles and practices of cost estimating, budgets, and accounting.
- Knowledge of drafting and surveying principles.

MINIMUM REQUIREMENTS

- Bachelor's degree in civil engineering, Environmental Engineering, or a related discipline.

- Six (6) years of progressively responsible experience in stormwater, water/wastewater, and utility projects.
- Valid Florida driver's license

PREFERRED QUALIFICATIONS

- Master's degree in engineering, Construction Management, or Public Administration.
- PMP Certification.
- Experience with municipal infrastructure projects, with emphasis on stormwater systems, water and wastewater treatment and conveyance, and roadway rehabilitation or construction.
- Familiarity with FDOT, DEP, or FEMA regulations and grant funding mechanisms.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business offices with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events, projects, and emergencies.