



## CITY OF BROOKSVILLE JOB DESCRIPTION

**POSITION TITLE: Project Manager**  
**DEPARTMENT: Public Works**  
**DIVISION: Streets and Drainage**  
**SUPERVISED BY: Operations Manager**

### **JOB SUMMARY/OVERVIEW OF THE POSITION:**

The Project Manager – Streets & Drainage is a professional technical position responsible for coordinating and managing the planning, design, construction, and maintenance of City streets, drainage systems, rights-of-way, and related infrastructure. This role emphasizes project coordination, inspection, and administration rather than direct supervision of staff. The Project Manager ensures projects are delivered on schedule, within budget, and in compliance with City standards, permits, and applicable regulations. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

- Plan, organize, and coordinate projects related to streets, sidewalks, curbs, gutters, and stormwater/drainage systems.
- Prepare scopes of work, project schedules, cost estimates, and status reports.
- Coordinate and monitor contractors, consultants, and vendors to ensure compliance with City specifications and standards.
- Review engineering drawings, plans, and construction documents for accuracy and regulatory compliance.
- Conduct site visits to inspect construction, maintenance, and repair projects for quality assurance and contract compliance.
- Track project progress, maintain records, and provide updates to department leadership and other stakeholders.
- Assist with budgeting, procurement, and cost tracking for streets and drainage projects.
- Coordinate with other City departments, utilities, and outside agencies to ensure efficient project delivery and minimize conflicts.
- Respond to roadway, flooding, and drainage emergencies and assist with emergency operations as assigned.
- Participate in public communication efforts by preparing updates, responding to inquiries, and attending community or council meetings as needed.
- Maintain current knowledge of industry standards, best practices, and applicable codes.
- Complete required NIMS (National Incident Management System) training and participate in emergency preparedness activities.
- Perform other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong knowledge of roadway and stormwater infrastructure construction and maintenance.
- Knowledge of municipal permitting, environmental regulations, and contract requirements.
- Ability to read, interpret, and evaluate engineering drawings and technical specifications.

- Knowledge of project management principles, scheduling, and budget tracking.
- Ability to work independently and manage multiple projects simultaneously.
- Effective communication skills, both verbal and written, with contractors, consultants, staff, and the public.
- Proficiency in project management software, spreadsheets, and GIS or asset management tools.
- Strong analytical and problem-solving abilities.
- Ability to work in the field, including construction zones and adverse weather conditions.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

**MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Bachelor's degree in Civil Engineering, Construction Management, Public Administration, or a related field; OR an equivalent combination of education, training, and progressively responsible experience.
- Minimum of three (3) years of experience in roadway, stormwater, or municipal infrastructure project coordination or management.

**CERTIFICATIONS, TRAINING, SPECIAL REQUIREMENTS:** Possess and maintain a valid State of Florida Driver's License. Florida Professional Engineer (PE) license, Engineer Intern (EI), or Project Management Professional (PMP) certification preferred but not required. Must complete required NIMS/ICS training as directed.

**ADA STATEMENT:** *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.*

**DRUG-FREE WORKPLACE:** *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

**VETERANS' PREFERENCE:** *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Exempt**

**PAY GRADE: SEE CURRENT PAY GRADE SCALE**