



CITY OF BROOKSVILLE
JOB DESCRIPTION

POSITION TITLE: Project Manager
DEPARTMENT: Public Works
DIVISION: Utilities
SUPERVISED BY: Utilities Manager

JOB SUMMARY/OVERVIEW OF THE POSITION:

Performs highly complex and specialized engineering and project management work, including planning, coordinating, and reviewing the work of consulting engineers for municipal capital projects. Provides technical guidance, manages construction contracts, and ensures projects are completed on time, within budget, and in compliance with applicable regulations. 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:

- Manages, coordinates, and provides technical review of engineering consultants' designs, plans, and specifications for construction projects.
- Assists in developing and updating budgetary estimates for municipal Capital Improvement projects.
- Prepares project status reports, schedules, and contract documents.
- Manages plant construction contracts and conducts field inspections.
- Provides technical assistance to citizen groups and responds to inquiries or complaints.
- Oversees construction management for capital and other municipal projects as needed.
- Prepares agenda memos for the Board and negotiates scopes of work with consultants.
- Performs related engineering and project management tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of project engineering principles and practices.
- Ability to plan, coordinate, and supervise engineers, contractors, technicians, and clerical staff.
- Ability to review and evaluate engineering plans, reports, and specifications.
- Ability to present clear, concise reports both orally and in writing.
- Ability to interpret engineering reports and construction plans.
- Knowledge of permitting procedures for municipal design and construction projects.
- Ability to collaborate with public officials, consultants, contractors, FDOT, SWFWMD, FDEP, and ACOE.
- Skilled in Microsoft Office, AutoCAD, and Microsoft Project.

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 Engineering, Project Management, or a related field, or equivalent training and experience.
- Certified Project Manager credentials helpful.
- Minimum of three (3) years of project management/engineering experience, including at least one (1) year as a project manager.

Licenses/Certifications:

- Valid Florida Driver’s License required.
- Professional Engineer (PE) registration in Florida preferred.

***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