MONROE COUNTY

JOB DESCRIPTION

Position Title: SR. PROJECT MANAGER SUSTAINABILITY AND CANAL RESTORATION

Reports to: Director of Sustainability and Projects

Class Code: 118-70

GENERAL DESCRIPTION

The Sr. Project Manager primary function is to carry out highly responsible work in planning, developing, coordinating and managing the complex activities of the County’s sustainability efforts, including implementation of the County’s GreenKeys Sustainability Action Plan. The position will plan, manage and coordinate, under the direction of the Director, the diversified operations in provision of sustainable initiatives for Monroe County, develop and manage sustainability contracts and grants, provide outreach to residents, and be responsible for tasks related to ensure program and fiscal compliance of the program. The position will also participate in the efforts of the SE FL Regional Climate Change Compact (Compact) and the Monroe County Climate Change Advisory Committee (CCAC) by attending CCAC and Compact workshops and meetings, presenting at meetings, and participating in efforts in the County and the region to prepare for and adapt to sea level rise. The position will also coordinate the development of energy management and reduction initiatives and sustainable capital development processes.

The Sr. Project Manager’s secondary function is to carry out work in planning, developing, coordinating and managing the complex activities of the County’s canal restoration program and its contracts, including canal restoration engineering and construction, program development, water quality monitoring, studies, cost estimates, and environmental research tasks. The position will plan, manage and coordinate, under the direction of the Director, the diversified operations in the provision of canal restoration initiatives for Monroe County, develop and manage canal restoration contracts and grants, conduct outreach, and be responsible for tasks related to ensure program and fiscal compliance of the program. Outreach to homeowners will be performed to inform of project status and obtain approvals of project tasks being conducted on homeowner properties. The position will participate in the efforts of the Canal Advisory Committee by attending meetings, and participating in efforts in the County to restore canal waters to meet State water quality standards.

Essential job functions include the development and management of sustainability and canal restoration solicitations and contracts related to implementation of the GreenKeys and Canal Restoration Programs, project and contract management, oversight of contractors, community outreach, project fiscal and cost maintenance, and communication with County managers and elected officials. Functions also include development of grant applications and managing grant contracts and budgets, ensuring compliance with grant regulations and documentation. The position will include oversight of consultant staff and coordination with engineers, contractors, non-profits and other government entities (City, County, State and Federal).

KEY RESPONSIBILITIES

1. *Manages projects and contracts for GreenKeys Sustainability and Canal Restoration Programs and related projects such as, program development, engineering, studies, assessments, cost estimates and research tasks.
2. *Communicates and coordinates with Director of Sustainability and Projects to inform of progress, issues, accomplishments and resource needs.
3. *Prepares or reviews technical scopes of work, grant and contract documents, amendment and change
order requests and provides recommendations.

4. *Prepares or reviews solicitations and addenda for projects including sustainability, climate change, and canal engineering and construction projects.

5. *Assists Director of Sustainability and Projects with preparation of estimates, management of budgets, cost benefit analyses, preparation of BOCC documents, reports and plans.


7. *Assist in the implementation of the County’s canal restoration program.

8. Coordinates with consultants in preparation of canal restoration permits and related documentation to the County Building Department, FKNMS, FDEP, ACOE, US Fish and Wildlife, etc., and responds to agency comments.


10. *Provides effective and accurate fiscal management of projects. Develop spreadsheets to record financial data, manage budgets, and generate reports and projections to fully utilize, but not overspend, funds. Prepare requests for reimbursement and progress reports. Produce budget documents for activities in conjunction with management in accordance with applicable rules and in line with available funds.

11. Travels to project sites to monitor work, travels to various local meetings and conferences to participate.

12. Prepares correspondence, makes project-specific presentations to County management and the community.

13. *Communicates regularly with the community on project status and resolves complaints from residents.

14. Works with County IT staff to manage and maintain Sustainability and Canal Restoration web pages that are a comprehensive source of information on the two programs.

15. Other duties as assigned.

16. Must be available for duty during County Emergencies.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<tr>
<th>Position Title: SR. PROJECT MANAGER SUSTAINABILITY AND CANAL RESTORATION</th>
<th>Class Code: 118-70</th>
<th>Position Grade: 118</th>
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**KEY JOB REQUIREMENTS**

**Education:** Bachelor's Degree required. Master Degree Preferred. Major(s) preferred: Business Administration, Public Administration, Sustainability, Environmental Management, Environmental Science, or another job related field. Five (5) to seven (7) years of supervision, contract management, and project management experience is required. A Master’s degree is preferred and may substitute for 2 years of related experience.

**Experience:** Five (5) to seven (7) years of supervision, contract management, and/or project management experience is required. The Ideal Candidate will:

- Possess a minimum of 5 years of project and contract management experience in environmental or sustainability related fields, plus a minimum of 2 years in
supervisory or oversight capacity of employees or contractors. Must be able to manage large project workloads in an efficient and effective manner. Must be financially astute and able to understand and communicate the benefits of sustainability and restoration efforts. Must be able to establish effective performance metrics to track and measure success.

- Be an innovative individual who uses tools and resources to effectively manage his/her numerous projects. He/she will need to demonstrate superior project management skills and have the ability to effectively manage project and contract activity. He/she will need to be highly motivated, who can openly accept and work effectively with a heavy workload and limited resources.

- Continuously interact and communicate with others in and outside of the organization, and communicate up and down inside the organization. Must display a willingness to work collaboratively with employees, businesses, organizations and residents to develop solutions and implement action plans to address the challenges and opportunities inherent in the relationship between the environment and the economy.

- Be a collaborator who will work effectively in relationship building and garner trust within County departments to ensure that the County’s sustainable and canal restoration goals meet and exceed the County's goals of becoming a sustainable County without compromising the quality of life for future generations.

- Possess advanced oral and written communication skills as well as a strong ability to educate, persuade and mobilize resources. He/she must have the ability to influence at all levels and functions in order to make sustainability and canal restoration a priority and inspire people into action. He/she must be able to adhere to the highest ethical and moral standards and be able to display transparency.

- Be able to establish meaningful performance metrics to track and measure success. The ideal candidate will need to have an understanding of sustainable technology as it relates to energy reduction, waste, green building, environmental restoration and other areas.

- Demonstrate strong project management and innovative thinking in the development of policies and programs that promote an environmentally sustainable future without compromising the ability of future generations to meet their needs.

<p>| Leadership: | Oversee the work of consultant teams engaged in providing specific services, completing specific projects, or assisting other units. |
| Complexity: | Oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. Analyze and make recommendations on how to improve the operational performance of the organization and the related contracts... |
| Decision Making: | Follow guidelines for operational activities. Make decisions that govern the activities and behaviors of staff members. My work directly impacts other workers, citizens, or both. |</p>
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<th><strong>Relationships:</strong></th>
<th>Oversee and manage work involving multiple units. Work regularly with other employees and managers to successfully meet the goals and objectives of our organization.</th>
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<tbody>
<tr>
<td><strong>Working Conditions:</strong></td>
<td>Work in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs. Also requires light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.</td>
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<td><strong>On Call Requirements:</strong></td>
<td>May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.</td>
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### APPROVALS

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<th><strong>County Administrator:</strong></th>
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On this date I have received a copy of my job description relating to my employment with Monroe County.

| Name: __________________________ | Signature: __________________________ | Date: __________ |