



City of Bradenton Job Descriptions

Job Title: CONSTRUCTION PROJECT REPRESENTATIVE

Date Prepared:	November 4, 2004
Department/Location:	Public Works and Utilities / Engineering Division
FLSA Status:	Non-exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require you to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	None
Supervision Received:	Engineering Section Manager, Utilities and Public Works Section Managers, and Director of PW&U

General Purpose of the Position: Provide resident construction observation and recommend approval of all City Public Works & Utilities Department construction projects and private development construction permitted through the City to document that construction activities are carried out in accordance with all Public Works & Utilities Department Standards, construction drawings, specifications and other contract documents of those projects.

Essential Duties and Responsibilities:

- Experience with and understanding of engineering plans and specifications for public works projects.
- Ability to plan, layout and inspect all phases of Public Works construction.
- Ability to prepare and keep proper (and required), documentation and records regarding the daily conduct of a construction project. Enforcement and compliance of local, state, and federal regulations and codes that may apply to a project.
- Coordinate with utility companies and their contractors, and other City and County departments.
- Provide project information to the City's consultants during project construction.
- Measures dimensions and verifies level, alignment, and elevation of structures and fixtures to ensure compliance to building plans and codes.
- Investigates complaints and/or unauthorized construction; makes recommendations to contractors and/or property owners on approved construction methods, practices and materials
- Maintain files and reports and prepares notices of violation.
- Perform final project walk-throughs and provide information for consulting engineers' certifications upon project completion.



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Skills and Physical Abilities Required:

- Hand-eye coordination to operate construction testing instruments.
- Standing, walking, bending and climbing.
- Occasionally lift up to fifty (50) pounds.
- Specific vision abilities required by this job include close vision, distance visions, color visions, peripheral vision, depth perception and the ability to adjust focus.

Computer Equipment and Software Requirements: Personal computer, digital camera, pipe locator, pressure gauges, mobile or portable radio, cell phone and up to a ¾ ton pick-up truck. Knowledge of construction machines, equipment, materials and generally accepted operations and construction practices in all types of public works projects.

Education and Experience Required: High school diploma or GED equivalent. Five (5) years technical experience (within the last 10 years) in the field of public works and civil engineering and construction inspection. Skill in reading and interpreting construction drawings, plans, specifications and contract documents. Skill in testing procedures. Skill in maintaining required construction documentation, mathematical computations and effective communication in both written and oral conveyance. Good driving record and valid Florida driver's license.

Environmental Conditions: Considerable outdoor work performed mostly in field settings. Work in adverse weather conditions. May occasionally work in high, precarious paces and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. Noisy conditions. Safety equipment provided.

Pay Grade: 117

Salary Range: Minimum: \$18.55/hour **Maximum:** \$27.83/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:

Department Director: _____

Date: 12-29-16

Human Resources Director: _____

Date: 1/11/17

- *Updated February 15, 2013
- **Updated March 2014
- ***Updated Sept 2014
- ****Updated January 2015
- *****Updated June 2015
- *****Updated Dec 2015