



CITY OF MIAMI
is accepting applications for the position of:
CHIEF PROJECT MANAGER - CIP

An Equal Opportunity Employer

SALARY: \$95,661.49 Annually

JOB CODE: 8606-20220207-SUPP

FLSA CODE: Exempt position

OPENING DATE: 02/07/22

CLOSING DATE: Continuous

NATURE OF WORK:

This is a highly advanced professional and administrative position responsible for managing, planning, directing, designing and coordinating the activities of project managers, and other staff members designated to the Office of Capital Improvements (OCI) to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters. An incumbent serves as a technical expert, advisor, and makes business decisions on matters involving project(s) assigned. Work involves independent judgment in the application of the principles and practices of planning, directing, designing, constructing and coordinating complex City structures and related projects. Responsible for supervision over project managers, engineers and construction professionals, and administrative or related clerical staff. Work is reviewed for general adherence to established guidelines and procedures. Reports to the Assistant Director or designee.

ESSENTIAL FUNCTIONS:

Reviews project proposals to determine adherence to scope, project time frame, funding, procedures required to complete the project, staffing requirements, and allotment of available resources for various phases of the project.

Formulates the work plan for each phase of the project.

Meets with staff to outline work plan and assign duties, responsibilities, and scope of authority.

Reviews, coordinates, prepares and presents informational material for public meetings and other stakeholders during week nights and weekend meetings.

Confers with project personnel to ensure project is progressing on schedule, within budget, and adherence to approved scope of work.

Provides on-site project support as required.

Visits and inspects project sites during different phases ensuring compliance with building plans and codes.

Reviews, prepares and coordinates status reports received from project personnel and modifies schedules or plans as required.

Prepares project reports for the Director or designee.

Confers with project personnel to provide technical advice and resolve problems.

Provides overall direction and administration of design and construction projects through architects, engineers, contractors, and project managers.

Plans, assigns, and reviews the work of a professional staff with emphasis on the development of policies and procedures to ensure success in the monitoring of the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex city structures and related projects.

Coordinates project activities with activities of other governmental agencies.

Attends off-site meeting with agencies.

Assigns work to project managers, construction managers, and/or other staff members.

Provides feedback to project managers or staff members in reference to work performance.

Counsels and disciplines employees.

Makes recommendations on hiring decisions.

Conducts research of past and best practices, preparing reports and providing recommendations.

Ensures project personnel complies with Department policies and procedures.

Assists in the development of short and long range planning.

Assists with the development and implementation of the Department's budget.

Performs other related work, as required.

MINIMUM REQUIREMENTS:

Bachelor's degree in Architecture, Civil Engineering, Construction Management, or related field and twelve (12) years of professional architecture, engineering, or construction management work and an equivalent amount of experience in project management appropriate to the area of assignment. Must possess a valid Professional Engineer license, Registered Architect, or General Contractor's certification/license in the State of Florida at time of application and maintain it valid throughout employment in the classification. A Valid Driver's License from any state may be utilized upon application, however prior to appointment a State of Florida Driver's License must be presented to the Department of Human Resources and maintained valid throughout employment. Experience in commercial government buildings, supporting infrastructure, and environmental related projects is highly desired.

OR

An equivalent combination of education and experience beyond a high school diploma or its equivalent.

SPECIAL NOTE:

Employees in this classification may be required to work nights, holidays and weekends to attend community meetings and visit project sites.

DOCUMENTATION REQUIREMENTS:

Applicants, including City of Miami employees, must upload and submit attached copies of the following documents with the employment application. Please be sure to attach all required documents to your employment application each time you apply. Uploaded

documents remain in your online profile but they will not attach automatically and you will be deemed ineligible without the proper documentation.

ALL DOCUMENTS SUBMITTED MUST BE CLEAR, LEGIBLE, AND IN PROPER FORMAT.

THE FOLLOWING DOCUMENTS ARE REQUIRED AT TIME OF APPLICATION AND ARE ACCEPTABLE FORMS OF PROOF:

1. Proof of education in the form of Bachelor's degree in Architecture, Civil Engineering, Construction Management, or related field Foreign diplomas/degrees must be submitted with a credential evaluation report from an approved credential evaluation agency*. Translations of diploma/degrees are not accepted. If degree/diploma does not reflect the academic major on its face, transcripts indicating degree completion must be submitted. Audit/Academic reports are not accepted as substitutions for college transcripts.
2. Proof of a valid Professional Engineer license, Registered Architect, or General Contractor's certification/license in the State of Florida.
3. Copy of valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however, a State of Florida Driver's License (Class E or higher) is required at time of appointment and must be maintained valid throughout employment.
4. To qualify under the equivalency clause, applicant must provide proof of education in one or more of the following applicable forms: copy of high school diploma or equivalent, transcript showing at least 60 college credits, Associate's degree, or Bachelor's degree or higher in an unrelated field.

***Approved Credential Evaluation Agencies:**

Credential evaluation reports showing the United States equivalency for academic credentials earned in other countries may be provided by:

- An accredited four-year college or university in the United States, OR
- A current member of the National Association of Credential Evaluation Services (NACES), OR
- A current member of the Association of International Credential Evaluators (AICE), OR
- A recognized Professional Organization

For additional list of approved credential evaluation agencies visit the [Florida Department of Education](#)

It is the applicant's responsibility to ensure that all required documents submitted with the employment application are in a format that is acceptable, clear and legible for eligibility determination or risk being disqualified.

Applicants, including City of Miami employees, must completely detail their work experience on the employment application or risk being disqualified. Resumes are not required and will not be reviewed in place of the employment application.

It is the applicant's responsibility to update their online profile with personal data, work experience, education, and certifications, when submitting application(s), failure to do so may result in disqualification.

Applicants must provide a valid email address in order to receive notification of eligibility.

Veterans Preference: Veterans Preference is awarded in accordance with Florida State Statute 295.07. If veteran's preference is being claimed, it must be indicated on the application form and proper documentation, including all forms DD-214 (Member 4) and the applicable FDVA- Veteran's Preference Certification Form(s) in accordance with rule 55A-7.013 - Documentation of Preference Claim, must be submitted with the employment application.

FDVA Certification Forms: Please complete the applicable Veterans' Preference Certification Form(s). Form(s) must be uploaded with your employment application along with acceptable proof

of veterans' preference.

Form VP1: VETERANS' PREFERENCE CERTIFICATE

Form VP2: CURRENT MEMBER OF THE RESERVE CERTIFICATION

FORM VP3: UNREMARIED WIDOW or WIDOWER CERTIFICATE

Selection Preference for City Residents: In accordance with APM 2-02, applicants for classified positions who are City of Miami residents and new hires will receive preference in selection from interview ranking bands provided that any two (2) of the following documents are submitted with the employment application and again at time of interview:

- A. Utility bill dated within 60 days of the date of submission
- B. Valid Florida Driver License or State-issued I.D.
- C. Property Tax Statement dated within 1 year of the date of submission
- D. Properly executed valid lease agreement
- E. Homestead Exemption dated within 1 year of the date of submission
- F. Motor Vehicle Registration dated within 90 days of the date of submission
- G. Official school records or transcripts, dated within 90 days of the date of submission
- H. W-2 (or 1099) Tax Form dated within 1 year of the date of submission

City of Miami residents are granted selection preference over non-City of Miami residents within the same ranking band resulting from an interview process.

Selection Preference: Selection preference within the same ranking band resulting from an interview process will be granted in the following order: 1) preference eligible veterans, 2) active City of Miami employees, 3) City of Miami residents, 4) all others.

OPEN/NON-COMPETITIVE

NOTE: Submit a new application each time you apply for a city job. Proof of education (diplomas, degrees, certifications, if required) and other documentation required to meet minimum requirements must be submitted at time of application unless otherwise indicated in the job announcement. Foreign degrees, certificates or diplomas require transcript evaluations by American colleges, universities, or a NACES approved transcript evaluation service, which determine reciprocity to education in the United States.

Veteran's preference is awarded in accordance with Florida state statute 295. All Forms DD-214 must be submitted with the application, and must be legible. In addition to the DD-214, applicants who have been awarded combat campaign/expeditionary medals that are not reflected on the Form DD-214 must submit supplemental documents from the U. S. Department of Defense that demonstrate possession of a combat campaign/expeditionary medal by the closing date. If veteran's preference is being claimed, questions related to military service must be answered on the application form. To receive disabled veteran's preference, proof of a permanent service-connected disability or a current (less than 1 year old) letter of disability from the Department of Defense or Veteran's Affairs that indicates the percentage of disability must be submitted with application. City employees and City of Miami residents may also receive preference during the hiring process. For more details, please visit the City website.

Prior to employment, successful completion of a background investigation will be required, and depending upon the type of position a medical examination may be required. Appointment (including promotions or transfers) to certain positions may require a drug screen, and be contingent upon submission of official transcripts. The City of Miami is an equal opportunity employer and does not discriminate.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.miamigov.com/employment>

CHIEF PROJECT MANAGER - CIP
JD

OUR OFFICE IS LOCATED AT:
444 SW 2nd Avenue, 7th floor
Miami, FL 33130
(305) 416-2170
TTY: 711 or 800-955-8771 (Florida Relay Service)
FAXES NOT ACCEPTED
hrrecruitment@miamigov.com

An Equal Opportunity Employer

CHIEF PROJECT MANAGER - CIP Supplemental Questionnaire

* 1. Have you attached and uploaded a copy of your proof of education or a foreign credential evaluation which verifies your graduation as specified in the job announcement? If not, please be aware that your application will be deemed ineligible.

Yes No

* 2. Have you submitted a copy of your valid driver license (Equivalent to a State of Florida Class E or higher) as specified in the job announcement, which MUST be uploaded with your application by the closing date? If not, please be aware that your application will be deemed ineligible.

Yes No

* 3. Have you submitted proof of a valid Professional Engineer license, Registered Architect, or General Contractor's certification/license in the State of Florida, as specified in the job announcement, which MUST be uploaded with your application by the closing date? If not, please be aware that your application will be deemed ineligible.

Yes No

* Required Question