



## SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

**INSTRUCTIONS TO DEPARTMENT DIRECTORS:** *Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.*

Title of Position <u>Construction Manager 3</u>		Reports to (Title) <u>Senior Professional Engineer</u>	
Name of Incumbent		Grade <u>N/A</u>	Exec. Benefits <u>N/A</u>
Department <u>Miami-Dade County Public Works Department</u>		Division <u>Construction Division</u>	
Comments <u>This is an advanced project management and project coordination position with supervisory responsibility over engineers and inspectors. (6612)</u>			

Will the position continue to exist after the departure of the incumbent? ..... Yes  No   
 If yes, when do you anticipate the position will become vacant?.....Date: (mm/year): UNDMD

**MINIMUM QUALIFICATIONS:** *Please list the minimum qualifications required for this position.*

Bachelor's degree in Engineering, Architecture, Construction Engineering, or a related field. Seven years of experience in the design, construction or management of construction projects are required. A State of Florida Professional Engineer license, State of Florida Registered Architect license, Miami-Dade County or State of Florida General Contractor's certificate, Miami-Dade County or State of Florida General Building Contractor certificate, or Miami-Dade County or State of Florida General Engineering Contractor certificate, a Certificate of Eligibility in General Building or General Engineering may substitute for the required education.

**TECHNICAL COMPETENCIES:** *Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.*

Ability to manage large complex roadway construction projects and coordinate infrastructure construction projects such as road resurfacing, drainage, sidewalks, pavement markings, guardrails.. etc.

Plan, assign and review the work of subordinate construction managers and and resolve any outstanding conflicts & problems that they may have.

Communicate both written and verbally with contractors, engineers, testing laboratories, County Attorney's office, Board of County Commissioner's staff and other outside agencies.

Resolve complaints and answer inquiries from the general public in a timely manner.

Ability to manage people and work effectively with superiors and peers to maximize individual and work-unit performance.

Knowledge of County policies, procedures, Administrative Orders and Resolutions regarding the administration of construction documents.

Knowledge of ADA requirements, erosion control, maintenance of traffic and other various roadway construction safety and environmental requirements.

Knowledge and understanding of the Florida Department of Transportation (FDOT) Design Standards, FDOT Standard Specifications, Public Works Manual Standard Details and other various construction documents.

Ability to obtain and manage the services provided by Construction Engineering and Inspection services contracts and the Equitable Distribution Program.

Perform special investigations, site analysis, constructability reviews and feasibility studies as required.

**GENERAL COMPETENCIES:** *Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate*

*the necessity by using the following scale:*

1 = Somewhat Necessary    2 = Necessary    3 = Very Necessary    4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	3	Developing Others	3	Political Savvy	3
Business Acumen & Entrepreneurship	2	Diversity Awareness & Management	3	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	2
Continual Learning	2	Influencing & Negotiating	3	Strategic Thinking	2
Customer Service	4	Performance Management & Results-Oriented	3	Teamwork & Group Leadership	3
Decisiveness	3				

Completed by:  
Duane Kopp, P.E.

Date  
7/6/2009

Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to [spcompensation@miamidade.gov](mailto:spcompensation@miamidade.gov), or via interoffice mail to 111 NW 1st Street, 20th Floor, Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.