

TECHNICAL SERVICES SECTION MANAGER

Job Code	Pay Grade
16835	SM4b

Nature of Work

This is highly responsible senior management, professional, administrative, and supervisory work directing technical and administrative support group functions. The incumbent directs and supervises technical, and administrative staff and resources for maintaining and developing infrastructure by utilizing a specialized segment of professional services and activities for public works and utilities facilities necessary to implement major capital improvements. The position maintains and develops existing or new technical services and initiatives. The incumbent is responsible for business analyses, strategic planning, organizing, preparation, planning, coordinating, administration, and reviewing the work of technical and administrative staff, consultants, contractors, and other vendors. General guidance is provided by senior executives and management officials; however, the incumbent exercises considerable judgment and initiative. The incumbent reports to a department or division director or designee

Minimum Qualifications

- Bachelor's degree in directly related field of engineering, surveying, construction management, planning, natural sciences, or business administration, and 10 years of progressively responsible technical, professional, and administrative functions in business administration, project management, civil engineering, environmental management, accounting, or related field that includes 4 years performing support services for capital improvement programs, strategic planning, and implementation of complex public works projects in combination with 2 years of organization leadership or supervisory experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Directs and supervises technical and administrative staff and prepares and implements a support services and activities associated with major public works and utilities capital projects.
- Supervises support services for technically complex capital improvement projects and programs involving roadways, bridges, wastewater, water and solid waste systems or other infrastructure projects.
- Provides oversight strategy, vision and guidance over internal staff and vendors relating to technical and administrative support services.
- Oversees technical services for complex projects with responsibility for planning and permitting, of various facilities, roadways, and miscellaneous projects; adhering to relevant codes, regulations, and resolves issues related to construction projects.
- Supervises and leads in negotiations, tracking, and managing of interagency and internal service agreements.
- Supervises and coordinates management of large interdepartmental, cross-functional, multidisciplinary technical project groups and teams. Ensures timely, efficient, and effective preparation and presentation of technical reports and information to senior managers and project stakeholders.
- Implements policies and procedures to ensure compliance with appropriate laws, permits, regulations and codes.
- Motivates, coaches, and mentors staff.
- Performs related work as assigned or required.

TECHNICAL SERVICES SECTION MANAGER (continued)

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Knowledge, Skills, and Abilities

- Knowledge of environmental codes; public works facilities; adhering to relevant codes, regulations.
- Knowledge of technical management principles and procedures.
- Knowledge of principles, practices and policies of sound business management.
- Skill in communicating, preparing and making presentations to staff and senior management.
- Skill in conducting meetings and preparing written documents that concisely convey ideas, plans, or status.
- Skill in managing and directing assigned staff involved in projects.
- Skill and ability in using and operating a variety of office and computer equipment and related software.
- Ability to assign, instruct, direct and review the work of assigned technical, professional and clerical staff.
- Ability to lead and manage diverse projects.
- Ability to coordinate and supervise application development and related support activities associated with project management for the department.
- Ability to schedule, review and evaluate the work of others as to status and development of assigned work.
- Ability to evaluate new technical developments in view of organizational plans and objectives and assesses applicability to the requirements of the organization.
- Ability to analyze resource utilization and identify potential areas of improvement achievable through new technology.
- Ability to effectively collect and analyze complex data and prepare and present comprehensive reports.
- Ability to compile, recommend and monitor budgets.
- Ability to deal with vendors in the negotiation, preparation and management of applicable contracts.
- Ability to read, interpret and follow procedural and policy manuals related to the job tasks.
- Ability to establish and maintain effective working relationships with other employees, officials, agencies and the public.
- Ability to resolve problems dealing with conflicting opinions, priorities and agendas.

For official use only

Revised	EEOC Code	Overtime
9/16	Professionals	Exempt