



## **Technical Services Section Manager**

**Category:** Exempt  
**Pay Grade:** E28  
**Job Code:** 16835

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly responsible senior management, professional, administrative, and supervisory work directing technical and administrative support group functions; 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; maintains and develops existing or new technical services and initiatives; prepares business analyses, strategic planning, organizing, preparation, planning, coordinating, administration, and reviewing the work of technical and administrative staff, consultants, contractors, and other vendors.

### **ESSENTIAL JOB FUNCTIONS (examples, 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;
- Prepares the division operating budget for director approval;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in directly related field of engineering, surveying, construction management, planning, natural sciences, or business administration, and ten (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 four (4) years of performing support services for capital improvement programs, strategic planning, and implementation of complex public works

projects in combination with two (2) years of organization leadership or supervisory experience; or an equivalent combination of education, training, and/or experience.

**Special Qualifications** (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of environmental codes, public works facilities, and adhering to relevant codes and 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;
- Ability to implement capital improvement plans and major construction projects.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in an environment with decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.