



## Capital Improvement Program Manager

### Definition

Under general direction of the Director of Public Works, this senior management position supervises development and implementation of the City's Capital Improvement Program. Oversees engineering/construction project management work for capital projects and facility upgrades. Directs and supervises assigned staff. Ensures that project schedules, cost and overall quality performance objectives are met across a diverse range of capital improvement projects. Coordinates, manages, and monitors the progress of assigned projects and programs at all stages of development to ensure timely/efficient/cost effective projects, and performs related work as required. The CIP Manager may serve as the acting department head in the absence of the Public Works Director and the Assistant Director.

### Typical Job Functions

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Work with the Director of Public Works and other staff to develop and implement the City's CIP. Manage Public Works projects including the planning, design, and construction of buildings, parks, streets, utilities and other facilities owned and operated by the City.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Assist in the development and application of City project delivery policies, following general guidelines or professional and administrative standards in accomplishing assignments.

Prioritize and direct the work of the City CIP and be responsible for quality, schedule and cost control. Work closely with the Director of Public Works to coordinate CIP work.

Supervises engineering review of CIP requests and proposals during the annual budget process. Assign projects to staff. Set priorities and adjust workload accordingly.

Perform the contract administration activities which include, but are not limited to, plan and specification preparation and reviews, contract preparation and execution, contract change order approval, payment approval, dispute resolution, acceptance and bond release approval.

Perform construction management activities which include, but are not limited to, planning, preparing and communicating schedules and progress of project activities and expenditures, assisting others in

establishing project schedules and milestones. Developing critical path or project flow diagrams, setting and evaluating progress on project tasks.

Hire and supervise consultants retained to provide particular expertise in project studies, programming, development, design or management. Participate in, or manage the selection, hiring, and development of contracts with consulting firms. Negotiate contracts with outside consultants. Act as owner's representative for the City in directing consultants.

Evaluate operations and activities of assigned responsibilities. Recommend improvements and modifications. Prepare reports of operations and activities.

Plan, prepare and communicate schedules and progress of project activities and expenditures, and assist others in establishing project schedules and milestones. Develop critical path or project flow diagrams to plan, set and evaluate progress on project tasks.

Participate in budget preparation and administration. Prepare cost estimates for budget recommendations. Submit justifications for staff, supplies, materials and equipment. Monitor and control expenditures.

Oversee the preparation of technical reports and designs for approval/acceptance.

Monitor engineering aspects of facility start-ups. Ensure project start-up plans and required documentation are completed and coordinated with Operations and Maintenance Department personnel.

Prepare staff reports for City Council, Planning Commission, and other advisory bodies. Make presentations to the City Council, boards and commissions, and advisory committees and citizen groups.

Participate in the selection of staff. Provide or coordinate staff training. Work with employees to correct performance deficiencies. Implement disciplinary procedures.

Plan, prioritize, assign, supervise and review the work of staff.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Perform related duties as required.

### **Qualifications**

#### **Knowledge of:**

Project management principles and techniques. Procedure for planning and establishing plans, specifications, construction and inspection for Public Works projects.

Design and construction principles, methods, materials and equipment used on Public Works construction. Principles and practices of public administration. Budget preparation and administration. Applicable laws and ordinances, computers, various software packages, or ability to learn, standard office equipment. Principles and practices of supervision and personnel management. Contract language administration and content.

Potential for legal implications of various actions, safety and legal documentation required for implications.

**Ability to:**

Coordinate, manage, and track multiple project activities on several projects concurrently.

Plan, assign, lead and review the work of subordinate staff. Prepare plans, specifications and technical reports. Anticipate and evaluate project risks, identify mitigating factors, and resolve problems among staff, contractors, other agencies, industry representatives and the public.

Analyze and interpret social, economic, population and land use data and trends.

Direct and review the work of consultants and staff. Manage multiple minor or major construction projects.

Detect flaws in design, construction methods and materials to insure compliance with contract plans and specifications, permits, codes, regulations and laws.

Develop recommendations and implications of different alternatives to resolving problems.

Interpret laws, legislative ordinances, administrative policies and procedures.

Prepare concise and comprehensive reports, internal memoranda, letters, agreements and responses to contractor claims, and maintain detailed records related to capital projects.

Effectively supervise and train staff in areas related to capital projects. Administer change orders and contract laws.

Prepare and present clear and concise administrative and technical reports.

Coordinate and facilitate community workshops. Perform technical research and give reliable advice on engineering projects. Prepare clear and concise reports on technical material.

Organize, implement, and direct operations and activities of the assigned staff, consultants and contractors.

Supervise, train, and evaluate assigned staff on a continuous basis, sit at a desk for long periods of time.

Intermittently, bend, squat, climb, kneel and twist while performing occasional field work. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation.

Use telephone, and write or use a keyboard to communicate through written means, and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent city and department policies and procedures. Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations. Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, architecture, landscape architecture, construction management or a related field. Seven years of increasingly responsible experience in project management work involving public works projects and facilities, including three years in a supervisory capacity.

### **Licenses and Certifications**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, architecture, landscape architecture, construction management or a related field. Seven years of increasingly responsible experience in project management work involving public works projects and facilities, including three years in a supervisory capacity.

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