JOB DESCRIPTION
CLASS CODE: 7020

# CAPITAL PROJECT MANAGER I

**SUMMARY**: Under general supervision, coordinates development of Capital Improvement Project (CIP) specifications, oversees assigned projects for contractor compliance with contract terms and specifications.

**ESSENTIAL FUNCTIONS**: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

## PRIMARY DUTIES AND RESPONSIBILITIES:

- Oversees work performed on City projects by contractors to assure compliance with contract specifications; performs field inspections of various projects and documents progress to project schedule; assures project activities are in compliance with project specifications and City policies.
- Gathers and analyzes field data; checks engineering calculations and cost estimates.
- Assists design professionals, contractors and property owners regarding CIP projects and RFP scope; drafts RFP's, contracts and supporting documentation for review and approval.
- Develops technical reports, drawings, and calculations as required; assembles data and generates status reports; assists with the development of project budgets.
- Assists contractors with questions, problems and concerns, and responds within scope of authority; attends and participates in project review meetings.
- Communicates project goals and objectives; assures effective communications of project status.
- Monitors adherence to the adopted budget by tracking expenditures/revenues monthly.
- Reviews contracts and proposals for accuracy, completeness, and compliance with project design and local policies and practices.
- Monitors CIP/MM project plans and budgets; reviews special and recurring reports, budgets, payments, changes and contracts.
- Maintains cooperative working relations with the City departments, and outside contractors and agencies; serves as liaison between various organizations and agencies.
- Develops contracts and proposals and ensures accuracy, completeness, and compliance with project design and Federal, State, and Local policies and practices; prioritizes projects to optimize funds spent on facilities and infrastructure.
- Performs other related duties as assigned.

## KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of:
- Department and City organization, operations, policies and procedures.
- Basic civil engineering principles and practices, proper methods and techniques of infrastructure construction, principles of design, and engineering mathematics.
- Capital improvement project management and public works construction concepts and methods.
- Personal computers and drafting, spreadsheet, project management software applications.

Skill in:
- Reading and evaluating blueprints and technical schematics.
- Prioritizing multiple projects, tasks and demands.
- Managing projects and contracted construction employees.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**:

Work is performed in an office environment and at construction sites. May be exposed to slippery surfaces, heavy equipment and machinery and inclement weather when conducting inspection of construction or project sites.

**MINIMUM QUALIFICATIONS**:

An Associate's Degree in a construction related field; and two (2) years' experience in construction, engineering or contract management; OR an equivalent combination of education and experience.