



## CAPITAL PROJECT MANAGER II

**SUMMARY:** Under limited direction, develops and manages the construction of the City's capital improvement projects.

**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:**

- Evaluates CIP project requirements, Federal and State mandates, and resource availability; assigns project priorities and develops resource plans to meet design standards, project schedules and construction codes.
- Exercises authority in planning, directing, controlling and coordinating architectural or engineering activities. Utilizes program and planning documents in determining real property facility requirements.
- Consults with design professionals, attorneys, builders, land owners and other City departments and outside agencies to ensure thorough project scope; analyzes and recommends alternatives; analyzes and reviews construction project plans for acceptability to achieve compliance.
- Oversees work performed on City projects by contractors to assure compliance with contract specifications; performs field inspections of various projects and document 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 professional, contractors and property owners regarding CIP project 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 development of project budgets.
- Communicates project goals and objectives, assures effective communications of project status.
- Review contracts and proposals for accuracy, completeness, and compliance with project design and local policies and practice.
- Monitors CIP/MM projects, plans, budgets; reviews special and recurring reports, budgets, payments, changes and contracts.
- Works with City's Grand Administrator to pursue, comply and manage grants for assigned departments(s).
- Develops contracts and proposals and ensures accuracy, completeness and compliance with project design with 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.
- City, State and Federal statutes, rules, codes and regulations relating to construction and maintenance.
- Engineering principles and practices, proper methods and techniques of infrastructure construction, principles of design and engineering mathematics.
- Types of construction materials, methods, and equipment needed.
- Principles of public sector budgets, accounting and contract management.



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- Techniques and practices for efficient and cost effective management of resources.
- Technical data collection and commonly applied engineering calculations and soil analysis.
- Capital improvement project management and public works construction concepts and methods.
- Personal computers and drafting, spreadsheet, project management software applications.

### **Skill in:**

- Reading, interpreting, understanding and applying Federal and state rules and regulations, and City policies and procedures.
- Estimating engineering costs.
- Prioritizing multiple tasks, projects and demands.
- Responding to inquiries from management, citizens and regulatory agencies.
- Supervision, coordinating staff and delegating tasks and authority.
- Establishing and maintaining effective working relations with other City employees, citizens, contractors and representatives from other local, state and Federal agencies.
- Communicating orally and in writing in a clear and concise manner with technicians, engineers, public officials, user agency representatives.
- Developing and evaluating proposals for designs and competitive bidding cost estimates.
- Managing projects and contracted construction employees.

### **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 review of construction or project sites.

### **MINIMUM QUALIFICATIONS:**

Eight (8) years' experience in construction project management or construction engineering; or a Bachelor's Degree in a Construction Management field; OR an equivalent combination of education and experience.