



Department:	Admin. Svcs./Finance
Bargaining Unit:	Mid-Mgmt.
Salary Range:	M-55
Last Revision:	December 2018

CAPITAL IMPROVEMENT PROJECT MANAGER

DEFINITION

To plan, coordinate, and supervise the development and administration of the City's Capital Improvement program and other related duties as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage Department Capital Improvement Project programming, budgeting, scheduling, updating, and monitoring.

Manage new projects in Capital Improvement Programs, including provision for public input into the design process.

Facilitate the timely and efficient completion of planned projects in accordance with established guidelines, specifications, and financial constraints.

Manage the preparation of financial plans for various Capital Improvement Projects.

Assist and coordinate the preparation of infrastructure development and maintenance management for City facilities.

Monitor the activities of other governmental agencies and coordinate interagency relations, as related to capital projects.

Prepare request for proposals and professional services and negotiate contracts for design and construction.

Coordinate the processing of Capital Improvement Projects through the permitting and environmental process.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform supervisory tasks for assigned employees to include review, evaluation, praise, discipline, and development of training programs.

Assist in the development and implementation of department goals, objectives, policies, and priorities.

Prepare oral and written reports to City Manager, City Council, and other community groups.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of, organization, administration budget, and project management for capital projects.

Codes, laws, and regulations pertaining to public facilities and subdivisions.

Budget analysis and development techniques.

Principles and practices of construction activities, with emphasis on negotiating, records, and construction techniques/methodology.

Ability to:

Apply proper technical construction techniques to problems identified.

Communicate clearly and concisely, orally and in writing.

Select, supervise, train, and evaluate professional, technical, and clerical staff.

Establish and maintain effective working relationships with public groups, agencies, the media, and other contacted in the course of work.

Plan and evaluate construction projects.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five (5) years of progressively responsible work experience with project management within a public agency is required.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in a related field.

License or Certificate:

Possession of a valid California Driver's License is required.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to walk, kneel, crouch, stoop, squat, and climb; some exposure to noise, outdoors, and confining work space; ability to travel to different sites and locates.

Effective Date: December, 2018