

Position: Capital Projects Manager	Management
Department/Site:	FLSA: Exempt
Evaluated by: City Engineer/Public Works Director	Salary Grade: 148

Summary

Plans, manages, and performs complex, multi-disciplinary, multi-phase capital and engineering projects and studies. Conducts feasibility studies that include engineering and architectural aspects, research for funding sources and community acceptance. Directs the work of other staff, outside consultants and contractors, and other agencies.

Distinguishing Career Features

The Capital Projects Manager is a professional and leadership position that combines senior engineering, personnel management, and large-scale project management. The Capital Projects Manager requires advanced knowledge of engineering and architectural design principles, practices, and procedures, estimating, and project accounting, construction methods and the principles, methods and practices of project management. Advancement to this position is based on need and requires also the ability to originate and complete large, multi-disciplinary projects.

Essential Duties and Responsibilities

- Plans and manages all aspects of project design, development, and implementation including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results.
- Coordinates and integrates multi-phase design, development and capital construction projects with various regional, state or federal jurisdictions, as well as with special-interest groups, neighborhood associations, other stakeholders and the public.
- Prepares project cost estimates and schedules. Develops and or reviews engineering specifications to comply with City standards and project goals.
- Develops project schedules and work sequences, and sets up, manages, and participates in progress and quality reviews. Establishes internal and external communications schedules.
- Initiates acceptance of outside services. Prepares requests for proposals. Participates in and may facilitate the consultant/construction management selection process. Plans, schedules and directs the work of consultant teams in preliminary engineering, engineering design and construction services.
- Reviews engineering and financial performance reports. Oversees inspections and verifications work of engineering staff, and the contractor during construction. Reviews and recommends approval of change orders.

- Plans and develops community-based participation including techniques and processes to inform and explain project objectives and answer questions from the public, media and other agencies.
- Prepares for and makes presentations to community or other interest groups, and the City Commission or Planning Commission. Develops performance reports, correspondence, and other documents in connection with projects.
- Resolves problems associated with projects. Works with a variety of people to solve technical, legal, and logistical problems, including those that are unanticipated.
- Maintains complete project files including drawings, proposals, contracts, work-in-progress reviews, inspections, and communications.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires advanced professional knowledge of the theory, principles, and practices of civil engineering including design, cost, construction materials and techniques, and regulations. In addition creative skills that improve overall project results are desirable. Requires specialized knowledge of public works project management principles, processes, systems and techniques. Requires knowledge of public works project funding sources and budgeting, objective development and work planning and scheduling. Requires working knowledge of engineering contract administration. Requires sufficient human relations skill to convey technical engineering concepts; to “sell” project concepts; to facilitate, lead, and guide performance of professional, trades, and technical employees; and to work cooperatively with internal and external customers. Requires technical writing skills sufficient to prepare project specifications, requests-for-proposal, process documentation, and external communications. Requires advanced mathematics skills to conduct stress, load bearing, and financial computations.

- **Abilities**

Requires the ability to perform all the responsibilities of the position. Requires the ability to plan, organize, assign, coordinate, review and evaluate the work of engineers, architects, and contractors. Requires the ability to prepare, administer and monitor a project budget and anticipate future budgetary needs. Requires the ability to interpret and apply complex rules, regulations, laws and ordinances. Requires the ability to analyze technical design engineering, construction engineering and surveying problems. Requires the ability to read construction-related drawings. Requires the ability to use AutoCAD, or equivalent engineering software. Requires the ability to conduct mathematical computations using physics, algebra, analytic geometry, and statistical analysis. Requires the ability to organize and sequence work associated with complex projects, converting them into project action plans.

- **Physical Abilities**

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to create three-dimensional drawings and observe structural work-in-progress. Requires verbal and auditory ability sufficient to carry on conversations with

others and make presentations to groups.

- **Education and Experience**

The position requires a Bachelor's degree in civil or related engineering discipline and five years of progressive experience in civil engineering including design and projects, with at least two years of project leadership.

- **Licenses and Certificates**

Requires a valid driver's license. Requires registration as a Professional Engineer, and an Oregon Professional Engineer Certificate within 6 months of employment.

- **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.