



CAPITAL PROJECT MANAGER

Department: **Public Works** Class Code: **33**
Reports to: **Public Works Director** FLSA Status: **Exempt**

GENERAL PURPOSE: Manages a variety of capital improvement projects, both horizontal and vertical, and private development projects to ensure conformance with Town and regional Engineering Standards, contract plans and specifications, relevant building codes, and industry standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates, manages, and inspects capital projects (streets, drainage, utilities, new building construction and remodels / repairs, etc.) and the work of outside consultants.
- Develops a project's scope of work, budget, and schedule for design and construction, assists staff with the procurement of design and construction services.
- Performs project management and administration of contracts for construction projects by preparing RFP's, bid packages and specifications, acquiring various ROW, easements and other approvals as necessary, recommending contract awards and issuing Notice to Proceeds, processing submittals, progress payments and change orders. Successfully manages scope, schedule and budget of Town projects.
- Provides customer service by responding to various concerns and complaints from residents and local business owners, provides information or recommendations as needed.
- Provides council reports and presentations for projects. Reviews and provides input on subordinates' council reports and presentations.
- Reviews permit applications for work within Town rights-of-way as they apply to development proposals.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Engineering, Construction Management, Construction Technology, or related field. Three (3) years of progressively responsible experience in the construction field including project management.

Required Licenses or Certifications:

Possess and maintain a valid Arizona Driver's License

Possession of Engineer-In-Training (EIT) Certificate preferred, but not required.

Required Knowledge of:

- Principles and practices of engineering terminology and methods.
- Principles and practices of administrative management.

JOB DESCRIPTION

Capital Project Manager

- Construction specification preparation and inspection.
- Familiarity with Federal, State and Local construction details and specifications, as well as Building Codes and ADA guidelines.
- Uses and applications of personal computers and various software applications. AutoCAD a plus.

Required Ability to:

- Read construction plans and specifications, county, state and federal regulations, legal documents, contracts, and engineering reports.
- Perform general math calculations such as addition, subtraction, multiplication, and division, as well as various algebraic, geometric, trigonometric and calculus calculations.
- Write technical and quantitative documents, construction specifications and policies and procedures.
- Responsibilities include managing scope, schedule, and budget on capital improvement projects, working with inspectors and managing the construction of capital improvement projects.
- The incumbent prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
- Supervise and monitor performance of consultants. Supervising of internal staff may be required at times.
- Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
- The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town such as Field Operations and Utility Services, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with customers, developers, contractors, and design engineers / architects to resolve specific issues. Employee must maintain regular attendance. Ability to work in a constant state of alertness and safe manner.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

Core Values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: Laura Kyriakakis, HRD

DATE: 10/17/2023