



JOB DESCRIPTION

TITLE: CAPITAL PROJECTS MANAGER
STATUS: Non-Union/FLSA Exempt
GRADE: Grade 20

JOB SUMMARY:

Plans, schedules, assigns, and reviews the work of engineering and project management staff, including the management, planning, design, and construction of District capital improvement projects (CIP) and District infrastructure. Confers with representatives of other agencies and contractors regarding District facility and infrastructure development; administers professional services and construction contracts; provides complex assistance and advice to District management in regards to the CIP; performs a variety of studies and prepares and presents staff reports.

REPORTING RELATIONSHIPS:

This position reports to the Planning and Development Director and supervises Project Engineers, Engineers, the Construction Project Manager, and Engineering Technicians.

ESSENTIAL DUTIES include but are not limited to the following:

- Plans, organizes, assigns, supervises, reviews the work of, evaluates, recommends disciplinary action, assists in the promotion and selection of, as well as trains, develops, mentors, and reports on the performance of assigned staff;
- Monitors, recommends improvements and modifications, and reports on operations and activities of the CIP program;
- Makes recommendations on the prioritization and timing of capital projects within the CIP based on understanding of the need for and status of each project;
- Implements policies and procedures; and assists in the implementation of department goals and objectives;
- Determines and recommends staffing and funding needs for assigned areas as part of the budget process;
- Assists in project initiation by defining project scope and identifying project financing;
- Oversees project planning process including the development of scope, timelines, staffing resources, finances, activities, quality control, communications, and risk management;
- Verifies construction plans are in compliance with District standards and all federal, state and local requirements;
- Develops, manages, and directs project management teams;
- Oversees the investigation field problems and responds to inquiries from property and home owners, developers, contractors, District staff, the Board of Commissioners, and the public;
- Keeps the General Manager, District staff, the department head, and the Board of Commissioners informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing related issues;
- Manages highly complex capital improvement projects and performs the work of CIP staff when assigned or deemed necessary; and
- Coordinates public relations regarding capital projects with the Public Information Officer.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Supervision, management, and leadership;
- Professional contract management;
- Modern project management, civil engineering, planning, design, layout, and construction techniques, principles, and practices;
- Strategic planning techniques and principles;
- Intergovernmental relations, legislative processes;
- Applicable state, federal, and local laws;
- Knowledge of budgeting techniques and principles.

Skill in:

- Working as a member of a management team pursuing overall organizational goals;
- Team building;
- Developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Supervising, developing, and mentoring employees;
- Planning, scheduling, managing, budgeting, and organizing;
- Problem solving, conflict resolution, negotiation, and facilitation;
- Analyzing and interpreting complex information related to civil engineering and capital improvement project management;
- Use of office equipment such as fax machines, copiers, computers, calculators, and telephones; and
- Collecting, analyzing, and reporting data related to the performance of the CIP program;
- Contract development, negotiation, and management;
- Fostering and maintaining positive work relations with other agencies, District staff and departments, elected officials, and the public;
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisors, other agencies, other managers, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of experience as a Project Engineer or Manager on capital improvement projects including experience in construction management, and a bachelor's degree in Civil Engineering.

Licensing Requirements:

Possess and maintain a License as a Professional Engineer and a Valid Washington State Driver's License.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal but may also require travel to meetings and field inspections of construction projects. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic, and construction hazards. Duties require visual inspection of

construction drawings and projects.

PHYSICAL REQUIREMENTS:

This position typically requires climbing on stairs, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Adopted: January 4, 2011
Revised: February 3, 2014
