CAPITAL IMPROVEMENT PROJECTS MANAGER

DEFINITION
Under the general direction of the City Engineer or designee, manages the preparation of plans, specifications, inspections, and implementation of the City’s Capital Improvement Construction Projects.

ESSENTIAL FUNCTIONS
The list of tasks below is ILLUSTRATIVE ONLY and does not comprehensively list all functions and tasks performed by incumbents serving in this job class. Incumbents may not be required to perform all duties listed and may be required to perform additional job-related duties.

TASKS
- Manages Public Works projects, including the planning, design, and construction of buildings, parks, streets, utilities, and other facilities owned and operated by the City.
- Assists in the development and application process of City project delivery policies, following general guidelines or professional and administrative standards in accomplishing assignments;
- Performs contract administration activities, including plans and specifications preparation and reviews, contract preparation and execution, contract change order approval, payment approval, dispute resolution, and acceptance.
- Responsible for quality, schedule, and cost control, planning, preparing, and communicating schedules and progress of project activities and expenditures, assisting others in establishing project schedules and milestones
- Conducts field observations and inputs information into drawings and assist with the research of projects and collecting, compiling, analyzing, and performing concept design;
- Monitors project plans implementation, specifications, and designs of public works construction in compliance with City, State, and Federal standards and requirements.
- Instructs subordinate staff in the performance of work assignments;

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS
- Knowledge of: Principles and practices of engineering as applied to new development and municipal public works, including working knowledge of the California Public Contract Code. Applicable laws and regulatory codes related to development and construction. Methods and techniques used in the design and construction of a variety of public works projects. Principles of organization, administration, budget, and personnel management.
- Ability to: Interpret and apply applicable codes, ordinances, rules, and regulations related to design, construction, and contracting of public works infrastructure projects; Interpret, review, and analyze project studies, plans, and specifications. Communicate effectively orally, and possess excellent writing skills. Establish and maintain effective work relationships with developers, contractors, engineers, City staff, and the general public.
- Skilled in preparing complete, complex, comprehensive, and accurate reports, in assessing and prioritizing multiple tasks, projects, and demands, working with conflicting deadlines to complete projects, collecting, evaluating, and interpreting varied information and data; Interpreting and applying laws, regulations, policies, and procedures, and maintaining accurate records and files; in training, supervising, evaluating and providing quality leadership to assigned staff
- Proficient in using computer programs such as spreadsheets, graphics presentation, CPM scheduling, and word processing.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed primarily in an office environment and exposure to outdoor elements when conducting field reviews at existing city facilities, proposed project sites, and construction sites; extensive use of the cellular equipment and computers with repetitive keyboarding; ability to walk on uneven ground; drive to various locations daily; ability to work safely in a hard-hat construction zone; some exposure to construction and Municipal public works related chemicals and products.

QUALIFICATIONS
Bachelors degree in Engineering or closely related field, AND three (3) years experience in engineering or Must possess at the time of application and maintain a valid California Driver’s License.