

# CITY OF SHORELINE

## CAPITAL PROJECTS MANAGER I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **DEFINITION**

To manage multiple capital projects subject to strict deadlines; including managing the public involvement, overseeing consultants, and meeting schedule and budget objectives; to coordinate assigned activities with other divisions, departments and outside agencies; to establish and maintain cooperative working relationships with co-workers, other departments, outside agencies, consultants, contractors and citizens; and to provide related administrative support to City departments.

### **DISTINGUISHING CHARACTERISTICS**

This is a full journey level classification. Employees at this level perform the full range of duties as assigned including complex plan and strategy formulation and participating in policy and program development. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Capital Projects Manager II in that the latter requires a professional license or certification and is assigned more responsibility with complex projects or other responsibilities related to their license or certificate.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the City Engineer or other manager as assigned.

**ESSENTIAL AND MARGINAL FUNCTIONS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Manage the development of multiple and diverse capital projects including streets, buildings, parks and drainage.
2. Manage the public involvement, oversee consultants, meet schedule and budget objectives for assigned projects.
3. Coordinate the selection of design consultants and professional service providers; monitor contract expenses and consultant performance.
4. Oversee City capital improvement projects; provide estimates and forecasts of costs for long-range improvement projects; provide assistance in the development of long-range plans for City facilities, research and prepare projections related to expenditures, revenues and needs.
5. Manage the development of project plans, schedules, bid openings, contract awards, construction progress, inspections and project close-out for all capital projects; identify problems and recommend solutions throughout the project.
6. Coordinate assigned activities with other divisions, departments and outside agencies and establish and maintain cooperative working relationships with co-workers, other departments, consultants, contractors and citizens.
7. Work directly with department directors, the City Manager and the public to implement complex and controversial projects.
8. Provide information to the public regarding the Capital Improvement Program, including streets and drainage; respond to questions and resolve complaints as needed; attend community meetings and make presentations related to capital and special projects.
9. Participate in the development and administration of the capital projects budget; participate in the forecast of funds needed for equipment, materials and supplies; monitor and approve expenditures; implement adjustments; assist in pursuing grants and other funds necessary to support the Capital Improvement Program.
10. Provide responsible support and assistance to the City Engineer and to the directors and managers of departments with assigned projects.

11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of project management.

**Marginal Function:**

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of project management.  
Methods and techniques of field inspection, surveying, drafting and design.  
Principles and practices of local budget preparation and administration.  
Principles and practices of negotiation and good communication.  
Principles of business letter writing and basic report preparation.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Work directly and proactively with diverse community neighborhoods during all phases of project scoping, design and construction.  
Oversee and participate in the management of a comprehensive capital projects program.  
Review development plans and specifications.  
Inspect work for completeness and proper work methods.  
Oversee City capital improvement projects.  
Oversee, direct and coordinate the work of consultants and other project staff.  
Manage multiple complex capital projects under strict deadlines with limited direction.  
Work independently or with a team.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative, effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years managing increasingly responsible capital projects.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in engineering, planning, architecture, construction management or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; occasional travel from site to site for meetings or project observation; exposure to computer screen.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time and for observations in the field; communication with high level staff and community members; near visual acuity for computer work and reading plans.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health

and safety of themselves or other employees.

3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

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Signature

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Date