



DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Capital Improvement Projects Manager

DEPARTMENT/DIVISION: Engineering

REPORTS TO: Engineering Director

SUMMARY: Responsible for performing work related to planning and managing capital improvement projects related to either infrastructure or facility projects. Duties include: proposing new projects; developing scope; negotiating fees; performing design development and review; managing and coordinating construction activities; and, performing updates on general design standards. Work is performed with general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

- Manages Capital Improvement Plan projects, including construction activities, which includes: proposing new projects; presenting projects to applicable advisory committees for review and approval; composing and assembling construction contracts, plans, and related documents; advertising, bidding, evaluating, negotiating, and executing professional consultant contracts; performing the full range of project management responsibilities; reviewing plans and specifications; performing site inspections; managing, directing, and coordinating consultant engineering and architectural design; ensuring compliance with applicable laws, codes, ordinances, and regulations; processing contractor payments; facilitating meetings with residents, businesses, and/or other interested parties; researching, analyzing, and resolving construction and project problems; processing change orders; and/or, performing other related activities.
- Designs in-house projects, which includes project layout, review, comments, specification preparation, bidding, and construction;
- Implements design and construction standard updates, which includes collaborating with other internal departments on potential issues that may warrant incorporation into the City's General Design Standards to eliminate future problems or confusion.
- Participates in inter-departmental project development, review, and coordination, which includes: working with internal departments in developing project scope, budget, design, and construction issues; responding to building inspection comments; monitoring compliance with applicable City standards related to design, equipment, and material construction products; and/or, performing other related activities.
- Responds to a broad range of requests for information, service, concerns, or complaints from citizens, businesses, government agencies, and/or other interested parties regarding a variety of engineering-related issues. Gathers and analyzes data in order to respond to complaints from citizens. Makes recommendations for solutions based on research findings.

- Participates in/on a variety of meetings, committees, and/or task forces to provide expert-level technical engineering advice and information based on assigned area of responsibility. Provides expertise by analyzing, reviewing, and critiquing development projects and plans.
- Performs a variety of administrative and professional activities in support of departmental operations and goals.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Serves as a project lead
- May supervise one or more positions

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of civil engineering principles and practices;
- Knowledge of architectural design principles;
- Skilled in reading and interpreting a variety of engineering documents, including blueprints and schematics;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in interpreting and applying applicable laws, codes, rules, regulations, and design standards;
- Skilled in interpreting and comprehending highly technical engineering plans;
- Skilled in analyzing and evaluating the relevance and importance of theories, concepts, and principles;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in managing large-scale, complex projects;
- Skilled in managing contracts;
- Skilled in prioritizing, organizing, and managing multiple projects;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Engineering.
- Six years experience as a Professional Engineer.
- Professional Engineering (PE) License or ability to obtain PE License within nine months of employment.
- Must possess a valid Texas Driver's License.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outdoor environments. Incumbents may be exposed to construction equipment with moving mechanical parts.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.