

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: CAPITAL PROJECTS MANAGER

GENERAL DESCRIPTION OF DUTIES

Under the direction of the Public Works Director, the Capital Projects Manager performs highly responsible managerial and technical work planning and managing all aspects of project design, development, and implementation including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling, public involvement, project budgeting and work plan development, project performance and results. This position is responsible for guiding the work of contract professionals and operational staff. Other assigned responsibilities include project budgeting, tracking and costing; contract development and administration; implementation of policy, procedures, goals and objectives; record keeping and customer service support; provides highly responsible and complex construction administrative support to the Public Works Director and executive team.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops and manages the City's 20-year Long-Term Infrastructure Plan
- Manages the City's 5-year Capital Improvement Program and 5-Year Repair & Maintenance Plan
- Assists in the preparation of the Public Works annual budget
- Seeks, secures and allocates alternative funding to supplement the City's capital budget and provides associated grant and program administration
- Monitors, controls and reports the City's annual Capital and Repair & Maintenance work plan
- Develops and coordinates strategic capital and rehabilitation programs to support the City's goals and infrastructure requirements
- Leads and directs the work of outside professionals engaged in the design and construction of capital projects. Prepares project specifications and bid documents.
- Performs construction project management for the City's major capital projects from planning phase through design, permitting, procurement, construction and close-out
- Fosters a collaborative professional working relationship with entire project team, including City staff and consultants.
- Reviews plans, bids, correspondence and other documents related to projects and submits responses to same
- Prepares budgetary and cost estimates for individual projects
- Inspects work for progress and for conformance to contractual and established standards
- Coordinates work and scheduling requirements with supported departments
- Coordinates work with public, related agencies and jurisdictions, as required

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- Attends public meetings on behalf of the City, as required.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Excellent ability to read and interpret engineering plans and specifications.
- Ability to make accurate measurements and calculations in the preparation of project costs.
- Knowledge of construction methods in relation to projects to be developed.
- Ability to develop technical specifications and scope of work documents required for the preparation for formal bids or other required purchasing functions.
- Ability to plan, schedule and direct multiple projects on an ongoing basis, often concurrently.
- Ability to plan, schedule and monitor the work of department employees and outside contractors to efficiently and effectively accomplish the goals of the City.
- A strong proven ability to effectively employ technology such as computers and software required to conform to the expected procedures and operational methods of the Department of the City.
- Intermediate to advance skill in Microsoft Office products (Outlook, Word, Excel, Teams and Project)
- Ability to establish and maintain effective and cooperative working relationships with the general public, other employees and City officials.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Must be able to safely and legally operate a motor vehicle

EDUCATION & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in engineering, architecture, project/construction management or equivalent field, preferred with a minimum of five (5) years successful experience in any of the building or construction trades. Graduation from a college or university with an Associate's degree, and ten (10) years' experience in construction management or a related field; or an equivalent combination of education, training, and experience. Professional Engineer (PE) or Project Management Professional (PMP) certification preferred. Must possess a currently valid driver's license with acceptable driving record.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing or walking.

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ENVIRONMENTAL REQUIREMENTS

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence or disease, or pathogenic substances.

SENSORY REQUIREMENTS

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.