

# **Capital Improvement Project Manager**



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## **JOB SUMMARY**

Responsible for administrative and professional engineering work, overseeing the planning, design and construction of capital projects, related grant acquisition and administration, and supervising engineering plan review, permitting and right of way administration, including inspection and project certification as well as survey and geotechnical services needed to fulfill the objectives of the Capital Improvement Plan. Employees in this classification are responsible to ensure planning, design and construction of the City's general engineering, utilities, and public works capital projects conform to and comply with all established regulatory standards governing the fields. This job requires applying professional engineering principles to all design, permitting and construction phases. Work is performed under the administrative direction of the Public Works Director.

## **ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)**

*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.*

- Prepares and organizes the 5-year Capital Improvement Plan for design and construction of capital improvement projects through collaboration with the Department Director, Assistant Director and Operational Sections, and ensures projects meet the organization's strategic objectives, budget, and timeline.
- Plans, implements and ensures project conformance with departmental policies, state-mandated utilities regulatory standards, and engineering requirements regarding municipal utilities operations, public works projects and roadway standards.
- Supervises and oversees the planning, development and implementation and delivery of capital projects for water and wastewater treatment, water and wastewater system, public roadway improvements, storm water, and lighting systems.
- Works with Finance Department to develop and maintain the City's 5-year Capital Improvement Plan, including encumbrance and cash flow reports as well as identifying project needs, budgets and schedules for delivery to ensure compliance and completion with committed objectives.
- Works closely with the Grants Administrator to provide the technical requirements of the grants and administers the grant funds awarded for capital projects.
- Will be responsible to oversee any vertical construction projects in the city.
- Develops and manages project budgets, including cost estimates, funding allocations and financial reporting to ensure fiscal responsibility and accountability.

- Manages the activities of Consultants selected through the Consultants' Competitive Negotiation Act selection process and assists in the Request for Proposal process for selecting participants in the city's pool of consultants.
- Manages public engagement and coordination with internal and external personnel, as well as with the public and regulatory agencies.
- Coordinates work and scheduling requirements with other Divisions within the Department and City
- Supervises and administers planning, design and construction and close out services by professional architects, engineers, contractors and regulatory authorities to ensure project design and specifications are adhered to.
- Implements procedures to and follows up to ensure Risk Manager is updated with new assets added to City's asset inventory, and informs and identifies potential project risks, assesses their impact, and develops mitigation plans to minimize disruptions to project schedules and budgets.
- Administers projects within the procurement process for services and materials, including preparing bid documents, evaluating proposals and negotiating contracts to ensure competitive pricing and compliance with procurement policies.
- Ensure compliance with all relevant laws, regulations, and codes related to construction, environmental protection, and worker safety to avoid legal issues and ensure the well-being of all project participants.
- Leads project meetings and provides regular updates to senior management and stakeholders on project progress, challenges, and changes to ensure transparency and alignment with organizational goals.
- Conducts post-project evaluations to ensure owner's manuals, record drawings, and certifications are properly submitted and acceptable, and assesses outcomes and evaluates contract performance, identifies lessons learned, and integrates findings into future project planning processes to continuously improve project management practices.
- Assists in ensuring the effective coordination of department projects and work activities with other City programs and projects.
- Evaluates work activities through review of work plans, reports, conferences and inspections; adjusts project schedules, work orders and priorities accordingly.
- Meets with contractors and developers submitting engineered facilities (plans review) and ensures conformance with established contractual project requirements.
- Supervises the City's professional engineering and inspection requirements.
- Identifies sources for funds and assists Director with determining required funds transfers or budget amendments as may be necessary to complete capital projects, and forecasts spending on capital projects from available revenue and funding coverage.
- Ensures capital project costs are estimated properly and adequate funding is budgeted for projects
- Performs human resource management functions (e.g., interviews, hiring, conducts discipline when necessary and completes performance evaluations.
- Reviews and answers citizen inquiries related to capital projects and related scheduling.
- Attends public meetings on behalf of the City as required.
- Performs other duties as directed.

### **QUALIFICATIONS**

#### **Education and Experience:**

A Bachelor's degree in Engineering is required. A Professional Engineer (PE) certification through the State of Florida is preferred in Civil Engineering. A minimum of seven (7) years of responsible supervisory and managerial experience in public works, utilities, water/wastewater treatment, collection, distribution, construction and maintenance are preferred, demonstrating the ability to perform job duties or an equivalent combination of education, training and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.

**Knowledge, Skills, and Abilities:**

- Knowledge of water, wastewater and storm water operations and the engineering principles associated with the construction and operation of regulatory-compliant systems.
- Knowledge of architectural designs and building construction, including capability to read plans designed for construction under the Florida Building Codes
- Knowledge of budget development, administration principles and cost-effective principles for allocation of resources, e.g., human, capital and fiscal.
- Knowledge of fundamental Civil, Environmental and Mechanical Engineering principles, practices, techniques and methods.
- Knowledge of equipment, tools, materials and supplies necessary to implement and maintain a rolling 5-year capital improvement project program at the municipal level.
- Ability to direct and administer a professional engineering team and mentor and develop entry level engineers and inspectors.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.
- Knowledge of Storm water and roadway technical design requirements as well as materials of construction, testing and surveying principles.
- Knowledge of Manual on Uniform Traffic Devices, and be able to obtain Advanced Certification from the Florida Department of Transportation for preparing Traffic Control Plans in Broward County within 6 months of being hired.

**PHYSICAL/MENTAL DEMANDS**

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve lifting, carrying, pushing, and pulling objects and materials of light weight. Tasks may involve extended periods at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

**WORKING CONDITIONS**

General office setting: frequent interruptions and many deadlines to meet.