

Job Description

CAPITAL IMPROVEMENT PROJECT MANAGER

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The primary function of an employee in this position is to perform professional engineering and project management duties as it relates to the coordination of construction projects. Work involves the use of engineering techniques to interpret original designs and applicable regulations. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

Job Summary

Under the general direction of the Engineering Manager, this position manages the City's Capital Improvement Plan and specific CIP Projects. The primary function an employee in this class is to initiate, expedite, facilitate, monitor, and assist with budget development of capital improvement projects. The work includes acting as a single point of contact for projects throughout the planning, budgeting, design, review, construction, and inspection processes; monitoring project costs ensuring projects meet budget constraints; updating and ensuring the project stays on schedule and that the schedule is regularly briefed within the City; ensuring that the project and the City's contractors complete the scope of the project within specification.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Provides responsible and technical staff review and coordination of capital improvement projects (CIP);
- Manages project coordination for capital improvement projects including design, scope of work, cost estimating, contract administration, budgets and schedules. Analyzes and

interacts with various City departments on the intent of the capital improvement project and project scope;

- Reviews, develops and writes scopes of work for design and construction contracts between the City, consultants and construction contractors;
- Manages the work of consultants and contractors through the development of project requirements including; project strategies, budget, schedule, land acquisitions, permitting requirements and compliance with City policies, procedures, design and construction standards, regulations and codes;
- Requests, evaluates, negotiates and manages consultant proposals, sets project schedules, design review elements, agency coordination, owner reviews, regulatory agency compliance, budgeting considerations in accordance with appropriate engineering standards;
- Prepares and reviews project schedules;
- Investigates and resolves schedule conflicts on capital improvement projects. Negotiates contract amendment/change order requests and proposed additions/deletions to contracts throughout the process;
- Implements and manages alternate project delivery methods per City procurement and administrative regulations as well as State statutes;
- Develops project schedules, construction and cost estimates, manages construction contracts, conducts pre-bid meetings bid openings, evaluates bidders and conducts pre-construction meetings;
- Provides technical advice and assistance to other City departments, engineers, architects, and contractors for conformance with City policies and guidelines;
- Ensures persons and agencies affected by projects are informed and processes established; coordinates and communicates design development, plan reviews, permitting, changes in design or construction and internal or external agency involvement and approval;
- Prepares memos and reports on public works projects for City management and the public;
- Facilitates public meetings to keep the public informed of direction and progress of public works capital projects;
- Acts as the point of contact responding and resolving inquiries regarding engineering projects from residents, business owners, contractors and city staff;
- Performs all work duties and activities in accordance with City policies and procedures;
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook;
- Assist the Engineering Manager in updating the 10-year Capital Improvement Plan and the City Council adoption process with each budget cycle. Establishes project priorities and schedules; monitors and evaluates work products contractors; participates in the development and administration of project budgets; prepares cost estimates; assists in the research, development and administration of revenue sources;
- Prepares bid specifications and requests for proposals; coordinates multiple projects with other City departments, developers, architects, engineers and outside agencies;
- Analyzes and makes reports and recommendations concerning CIP and other projects as assigned;
- Participates in assessing legislative, regulatory, and funding opportunities and constraints; monitoring of professional, sub-professional, and contract personnel;

- Prepares staff reports and makes presentations to various commissions and the City Council;
- Monitors contracted services; makes public presentations to business organizations, community groups, development associations and others regarding the City's development projects, schedules, goals and objectives;
- Within assigned areas of accountability, serves as the City's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals;
- Facilitates complaint and problem resolution;
- Develops and maintains project records;
- Provides assistance to other employees or departments as needed;
- Performs other duties as assigned.

Minimum Qualifications

Bachelor's degree in Architectural or Civil Engineering, Urban Planning, Construction Management or a closely related field and four (4) years of full-time professional level experience in commercial, industrial, governmental, or large-scale residential development project management; and two (2) or more years' experience in a public sector setting is required. Possession of a valid Arizona driver's license is required.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the City Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Civil engineering principles and practices relating to design and construction;
- The principles and practices of project management;
- Basic contract law, bond and insurance requirements;
- Municipal, state, federal and other codes relating to design and construction;
- Principles and practices of conflict and problem resolution;
- Principles and practices of continuous process improvement;
- Current supervision and evaluation techniques;
- Manage and work independently on multiple major projects or sensitive problems and coordinate work of others;
- Analyze problems, identify alternatives, and negotiate effective solutions;
- Analyze potential impacts of City projects and private development proposals;
- Interpret, evaluate, and explain development plans, construction drawings, and applicable ordinances;
- Effective team building techniques;
- Municipal administration practices and procedures;

- External customer service;
- Leading teams within a complex organization;
- Professional written and oral communication skills;
- Microsoft Office suite and MS Project;
- City-wide safety policy and practices concerning safety prevention, reporting and monitoring;
- Safely operate a motor vehicle both on and off-road.

Ability to:

- Multi-task and be flexible, and work in a fast-paced and ever-changing diverse customer environment;
- Work independently with minimal supervision and using independent judgment;
- Maintain attention to detail resulting in high quality deliverables;
- Coordinate multiple projects, providing comprehensive oversight and documentation;
- Establish and maintain effective working relationships with city staff, city management, developers, business owners, and other agencies;
- Communicate clearly and effectively with city staff, development clientele, and the public;
- Apply the principles and practices of conflict and problem resolution to aid in the successful completion of development projects;
- Identify, communicate and negotiate the resolution of complex issues;
- Develop and implement policies and procedures to expedite the development review process in order to enhance customer service;
- Express ideas, both orally and written, to a variety of audiences, including public officials, managers, other city staff, developers, contractors and the general public;
- Operate a motor vehicle;
- Prepare oral and written reports and maintain system tracking and performance records;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Work in a safe manner and report unsafe activity and conditions.

Skills required:

- Advanced trouble-shooting methodologies;
- Customer service, quality, and teamwork concepts;
- Expressing technical information to non-technical personnel;
- Personal computer software applications.

Performance Aptitudes

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.