

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Capital Projects Manager**
Department: Public Works
Division: Public Works

FLSA Status: Exempt
Union Status: Non-Represented
Updated: May 2023

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

The Capital Projects Manager is responsible for overseeing the design and construction of a wide range of capital projects for the City. This includes managing projects related to facilities, water systems, wastewater systems, stormwater systems, transportation, and other related initiatives. The role will encompass the entire project lifecycle, starting from securing funding and planning and design stages, all the way through to the construction phase. Your primary objective will be to ensure the successful implementation and timely completion of these significant projects.

SUPERVISION RECEIVED:

Works under the general supervision of and reports to the Public Works Director. Performance is reviewed through conferences, inspection of operation records and reports, and observation of performance.

SUPERVISION EXERCISED

The primary responsibility of this role is to ensure the project team's efficiency and deliver high-quality results. This includes overseeing and managing the successful completion of the City's construction and capital improvement projects. Key areas of focus encompass project administration, preparation of plans and specifications, budget management, scheduling, public relations, coordination with other agencies, and ensuring quality construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Essential Duties and Responsibilities Develops, updates and maintains the city 6-year water, sewer, storm, and transportation capital improvement project plans.

Prepares and updates project information sheets with accurate design and construction cost estimates for budgeting purposes.

Coordinates handover from design to construction, including coordination with Engineers, inspectors, maintenance, operations, and other agencies.

Manages pavement rehabilitation projects with the street maintenance division, including in-house design of smaller projects.

Notifies the Public Works Director on any construction milestones/issues that could escalate, or budget concerns.

Stays up to date on all federal and state requirements, WSDOT Local Agency Guidelines (LAG), WSDOT Construction Manual, prevailing wage requirements, and Federal Title 6 compliance and reporting.

Reviews all preliminary and final project reports/plans/specifications/estimates to ensure engineering consultants are consistent, and follow legal, City, and State guidelines.

Makes presentations to City Officials, community groups, contractors, and citizens.

Prepare requests for consultant design services, evaluate proposals, and manage professional service contracts.

Review costs and productivity of professional service contracts and proactively make recommendations to the Public Works Director regarding consultant team performance.

Maintains City standard specifications for capital projects, updates as needed, and prepares new specifications.

Resolves construction issues/changes, writes change orders, and negotiates contracts.

Responds to contractor requests for information and approval for substitution of materials and/or methods.

Tracks construction schedules, manages budgets, pay estimates, change orders and reviews quantities for accuracy.

Prepares and gives presentations to Council.

Assists in the development, administration, maintenance, and oversight of the budget including the annual budget; makes recommendations and forecasts for future funds needed for the design and construction of projects.

Manages federally funded jobs to ensure the project and City staff meet all the additional documentation requirements.

Track grant funding cycles, identify funding gaps, and propose possible solutions to reduce project delays.

Communicate and coordinate with Financial Department regarding financing options, grants, loans, and project budgets.

Ability to work courteously and effectively with City staff, regulatory agencies, the business community, contractors, suppliers, and citizens.

Demonstrated understanding of public sector budgeting, governmental finance issues and fund accounting

Ability to solve problems and deal with a variety of variables in situations where little or no standardization exists.

OTHER DUTIES

Responds to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion.

May be required to work weekends and before or after normal working hours.

Provides customer service including directing inquiries and issues to the appropriate department.
Travels within city and county, as well as out of town, which may include attending conferences, seminars, and training sessions.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Bachelor's degree in civil engineering or related field and a minimum of three (3) years of progressively responsible civil engineering experience in designing and managing public works projects.

Certification as a Project Management Professional (PMP) or similar industry recognized certification is highly desired.

An equivalent combination of education and experience to manage the design and construction of municipal capital improvement projects.

Licenses, Certifications and Other Requirements:

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment.

Possession of current First Aid/CPR certification or ability to obtain within 6 months.

Must successfully satisfy a background investigation.

Knowledge Of:

Extensive knowledge of computer applications including word processing, spread sheets, databases, etc.

Construction technology, materials and methods including carpentry, concrete work, plumbing and electrical.

Ability To:

Ability to analyze and evaluate water system operations and to develop and implement corrective actions to resolve problems.

Meet the physical demands of the job and perform essential job functions.

Fluently read, write, and comprehend the English language, using proper grammar, spelling, and punctuation.

Work confidentially with discretion.

Establish and maintain effective working relationships with clients and their families, attorneys, law enforcement personnel, other agencies, co-workers, criminal justice officials and the public.

Communicate detailed information and recommendations effectively, both orally and in writing.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

Personal computer, word processing software, spreadsheet software, database software, specialized operations software, calculator, adding machine, telephone, copy machine, fax machine, motor vehicle.

Personal computer, including word processing and spreadsheet software, calculator, adding machine, telephone, copy machine, and fax machine.

Operate motor vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Eye-hand coordination and manual dexterity is necessary to operate computers, various pieces of office equipment.

The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Sedentary Work – exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to Hazards and Atmospheric Conditions including:

Duties are performed in an office environment at the Public Works Department office, in the field and/or at project sites.

This position may involve traveling to other locations and cities for meetings, conferences, seminars, etc.

Noise level in the work environment is usually quiet to moderately noisy. On occasion, the noise level may be loud and hearing protection required.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.