

## CAPITAL IMPROVEMENT PLAN MANAGER

**SUMMARY:** Under the general direction of the City Engineer, coordinates and implements the City's Capital Improvement Plan, including roadway, drainage, traffic, water, wastewater, storm water, parks, City facilities and others as required.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** (Which are not in any hierarchical order)

1. Works with the Assistant City Administrator, City Engineer, Finance Director and other staff to coordinate the development of the City's 5 YR Capital Improvement Plan. Discusses and resolves project issues with appropriate departmental staff and implements adjustments as necessary. Works across all boundaries to ensure timely/efficient/cost effective projects.
2. Assists in the development and application of City project delivery policies, following general guidelines or professional and administrative standards in accomplishing assignments.
3. Oversees engineering/construction project management work for capital projects and facility upgrades; directs and supervises assigned staff; ensures that project schedules, cost and overall quality performance objectives are met across a diverse range of capital improvement projects; coordinates, manages, and monitors the progress of assigned projects and programs at all stages of development to ensure timely/efficient/cost effective projects; and performs related work as required.
4. Prioritizes and directs the work of the City CIP and is responsible for quality, schedule and cost control; works closely with the City Engineer to coordinate CIP work.
5. Supervises engineering review of CIP requests and proposals during the annual budget process.
6. Plans, prepares and communicates schedules and progress of project activities and expenditures, and assists others in establishing project schedules and milestones; develop critical path or project flow diagrams to plan, set and evaluate progress on project tasks.
7. Participates in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, materials and equipment; monitor and control expenditures.
8. Oversees the preparation of technical reports and designs for approval/acceptance.
9. Prepare staff reports for the Mayor, City Administrator, Assistant City Administrator, City Commission, and others as necessary.
10. Participates in the identification, coordination, and training of staff to assure the necessary skills are maintained for the timely/efficient/cost effective delivery of projects.
11. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of engineering design and construction principles relative to horizontal and vertical structures;
- Knowledge of standards and specifications for design and construction of capital improvement projects.
- Knowledge of project management principles and techniques; supervision, budgeting and project management;
- Knowledge of budget preparation and administration;
- Knowledge of applicable federal, state and local laws, rules and regulations;
- Knowledge of computerized systems and programs such as Excel, Word, PowerPoint, Microsoft Project;
- Skills in public speaking;
- Skills in planning, coordinating, and scheduling multiple competing design and construction projects.
- Skills in analyzing complex issues and developing and implementing an appropriate response.

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- Skills in analyzing and evaluating information accurately, and in expressing ideas clearly when providing oral or written reports and recommendations.
- Ability to anticipate and evaluate project risks, identify mitigating factors, and resolve problems among staff, contractors, other agencies, industry representatives and the public;
- Ability to review the work of consultants and staff.
- Ability to manage multiple minor or major construction projects.
- Ability to detect flaws in design, construction methods and materials to insure compliance with contract plans and specifications, permits, codes, regulations and laws;
- Ability to develop recommendations and implications of different alternatives to resolving problems.
- Ability to coordinate and facilitate community workshops;
- Ability to interpret and explain pertinent City and departmental policies and procedures.
- Ability to manage multiple priorities from various customers and maintain strong working relationships.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is occasional need to sit, talk, or hear, stand, walk, reach with hands and arms and lift light items (up to 25 pounds). There is frequent need to talk or hear, use hands to finger, handle or feel. There is occasional need to perform work outdoors with exposure to weather conditions when performing on-site inspections of projects and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Civil Engineering or related field and seven (7) years of experience as an engineer, or any equivalent combination of training and experience. Five (5) years of experience in a supervisory capacity with responsibility for managing capital improvement projects required. State of Florida Professional Engineering license, required. Project Manager Professional Certification (PMP), preferred. A valid Florida driver's license, required.

A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment