

## **JOB DESCRIPTION**

City of Patterson



Human Resources

## **CAPITAL PROJECTS MANAGER**

### **JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

To assist the Public Works Director in the planning, directing, supervising, and coordinating of departmental functions and engineering activities; to assist in the preparation of operating and capital improvement budgets; and to provide highly complex staff assistance to the director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Public Works Director.

Exercises direct supervision over professional, technical and clerical staff.

Exercises responsible charge of assigned functions, including engineering, development services, storm water management, transportation and utility planning.

### **ESSENTIAL DUTIES**

Essential and other important responsibilities and duties may include, but are not limited to the following:

Assist in planning, directing, supervising, and coordinating departmental operations; oversee and participate in the development of departmental strategic planning; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Appear before the City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department.

Assist with the preparation of operating and capital improvement budgets and control of expenditures.

Supervise and assist subordinate supervisors in the planning, design, and construction management of City buildings, equipment, and City street, transportation, traffic, electrical, water, waste water and

drainage systems; establish long-range plans and goals, including strategic planning for the utility enterprise funds, rate setting, and issues dealing with environmental regulations.

Manage assigned activities within the department, such as storm water management, transportation planning, and pavement management programs.

Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence.

Monitor franchises and service agreements related to solid waste, telecommunications or other utilities.

Establish performance expectations and evaluate performance of subordinate personnel.

Evaluate and recommend professional engineering consultants and contracts.

Prepare a variety of correspondence including general and special reports.

Conduct feasibility studies and planning for water line and sewer line extensions.

Coordinate activities with consultants, engineers, developers, contractors, other City departments and divisions, and with outside agencies.

Develop plans, specifications, and other contract documents.

Coordinate Capital Improvements Program.

## **MIMIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles of supervision, training, management and public works administration.

Pertinent Federal, State, and local rules, regulations, and ordinances.

Methods, materials, and techniques used in the construction of private and public works projects.

Applicable laws and regulatory codes relevant to assigned area of responsibility.

Principles of budget preparation and expenditure control.

Principles and practices as applied to the field of municipal public works, including planning, development, design, and construction.

Technical, legal, and financial issues related to the conduct of municipal public works program.

Strategic planning, rate setting and environmental regulations for municipal utilities.

Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed public works projects.

Procedures, materials, equipment and methods used in all areas of public works activities.

**Ability to:**

Oversee and coordinate the activities of a number of sections within the Department.

Operate a variety of general and technical software, including GIS, CAD systems, project management software and spreadsheets.

Prepare and review construction documents, plans and specifications, cost estimates and bid documents.

Assist with the preparation of departmental operating and capital improvement budgets and control budget expenditures.

Perform technical research.

Review and interpret cost estimates

Effectively represent the Department before the Council, Council Committees, boards, commissions, public agencies and private groups.

Prepare clear and concise written reports and develop appropriate recommendations.

Effectively manage assigned areas of the departmental program.

Establish and maintain cooperative relationships with those contacted during the course of work.

Perform a variety of technical and prepare reports of findings.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in construction administration, civil engineering, public or business administration or a related field.

## **EXPERIENCE, TRAINING AND CERTIFICATION(S)**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** At least three years of increasingly responsible experience in capital improvement program management, project management, or construction administration, including planning, design and tracking of project expenditures.

### **License or Certificate**

Possession of an appropriate, valid California driver's license. This license must be maintained as a condition of employment.

Possession of a professional Civil Engineer registration is highly desired.

## **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

## **PHYSICAL REQUIREMENTS**

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment and field environment.

**Physical Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time and travel to and from sites and attend meetings. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing and answering phones. The employee is frequently required to walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 25 pounds.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**