

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.

Capital Improvement Program Division Manager

Department: Environmental/Public Works

Pay Grade: 519

FLSA Status: Exempt

Job Code: E500

JOB SUMMARY

The purpose of this classification is to lead and coordinate the work of the CIP Program Management Division, which develops and manages the delivery of a broad range of capital improvement projects (Non-Transportation) for the City of Roswell including planning, design, construction, and startup.

ESSENTIAL JOB FUNCTIONS

- Supervises and directs Division staff responsible for implementation and delivery of the City's Capital Improvement Program (Non-Transportation).
- Assesses the risk profile for proposed CIP projects and recommends best delivery approach.
- Mentors staff to enhance their project management and business analysis skills. Works with staff and other departments to establish priorities, estimates and tracks staff time for various CIP projects, and resolves resource conflicts.
- Manages City's CIP Program Management Contract.
- Manages the City's Capital Improvement Program.
- Manages design process including coordinating review of construction bid documents.
- Coordinates pre-bid and pre-construction conferences.
- Drafts Requests for Proposal (RFP), Requests for Qualifications (RFQ) and develops and negotiates scopes of work. Makes recommendations for contract awards; administers contracts for consulting architects, engineers, contractors, and project management resources.

- Supervises and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time.
- Reviews work for compliance with contract documents and appropriate guidelines, laws, and regulations.
- Monitors individual project budget summaries ensuring expenditures are within approved budget, tracks changes to the contract documents that may result in change orders.
- Makes recommendations to the Department Director on change orders as necessary.
- Oversees project financial reports, accounting, and grant reimbursement.
- Prepares project budgets and assists with budget development, as requested.
- Monitors and ensures all requirements of grants and contracts are met.
- Provides technical support and manages all aspects of capital improvement projects.
- Develops and monitors the risk mitigation plan for each CIP project.
- Coordinates and reviews field inspections to collect data, verify existing/actual conditions and monitors conformance with plans/specifications.
- Prepares complete reports on time with supporting conclusions and recommendations.
- Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with City, State, and Federal requirements
- Conducts needs assessment and meets with City personnel to ensure needs are being met by proposed designs and specifications. Communicates project status to staff and other affected groups, keeping staff informed as to the progress of projects and of any developing problems, recommending alternative courses of action to mitigate such problems.
- Creates presentation materials; authors written and oral reports and media materials. Uses speaking engagements, media interviews and other methods to enhance the community's awareness of, and appreciation for, capital projects and to educate community stakeholders regarding each project's function and objectives.
- Uses verbal and written skills to communicate effectively with a broad range of stakeholders. Coordinates and collaborates with other City Departments as well as external stakeholders (e.g., regulatory agencies, citizens, vendors, consultants, etc.) as needed to accomplish department objectives and initiatives.
- Represents the Division and the Department in various administrative and professional situations; prepares and provides recommendations; represents the department and provides recommendations to outside groups; provides briefings to City leaders. Monitors spending and budgets to ensure compliance with established rules and requirements and to evaluate budget status.
- Manages the schedule for the review of departmental performance measures and data.
- Reviews contractor's daily journals for comparison to inspector's daily journals for accuracy and congruency to avoid any conflicts when contractors are preparing applications for payment to the City for delivered work.
- Plans, conducts and presents at project related meetings. Coordinates design, specification and construction meetings; interfacing with key stakeholders including regulatory agencies, government (local, municipal, and federal).

- Reviews, monitors and evaluates operational activities and recommends actions to ensure optimal utilization of the City's resources.
- Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, geographic information system, and other system software utilized by the department.
- Conducts necessary benchmarking of CIP Program Management Division performance measures.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in Engineering, Architecture, Construction, or closely related field and seven (7) years of progressive experience that includes two (2) years of project management; two (years) of direct supervisory experience; and two (2) years of construction and/or design experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Project Management Certification by the Project Management Institute, or comparable organization preferred
- Professional Engineer License preferred
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Must have demonstrated experience or qualifications in at least three (3) of the following areas:
 - Program implementation
 - Environmental regulation and permitting
 - Public outreach and involvement
 - Construction Cost Estimating
 - Experience as responsible engineer for design of Capital Improvement Projects
 - Georgia Professional Engineer License
 - Project Management Certification by the Project Management Institute, or comparable organization
 - Master's Degree
 - Relevant software skills (e.g., presentation graphics, database, construction management, scheduling)

Knowledge, Skills and Abilities:

- Knowledge of study, design, and construction theories, principles, practices and materials; principles and practices of project management standards and expectations

- Knowledge of current construction methods, costs and cost estimating
- Proficiency with Microsoft applications such as Word, Outlook, PowerPoint, and Excel
- Proficiency with project management and scheduling software
- Ability to read and interpret engineering/design plans and specifications, site plans, construction specifications, maps, and plats.
- Ability to develop and lead teams and work groups in the absence of supervision / subordinate relationships. Requires excellent written and verbal communication skills. Requires working effectively with individuals having different educational, cultural, and experience background.
- Must have excellent verbal, written and interpersonal communication skills with the ability to timely communicate project issues to the various project participants.
- Ability to manage several major projects simultaneously
- Experience managing construction projects including time and materials
- Knowledge of the public purchasing process
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures
- Experience managing projects funded by state or federal grants and agreements (preferred)

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.