

CAPITAL PROJECT MANAGER I

JOB PURPOSE AND SUMMARY

This position performs professional level project management work for assigned Public Works capital improvements projects including transportation improvements, facilities and park improvements, pedestrian/bicycle pathways, bridges, traffic signals, railroad crossings, and mitigation of environmental and property impacts.

CLASSIFICATION DISTINCTIONS

The Capital Project Manager I is the entry level in this job family and is responsible for fewer projects and for smaller or more routine project management tasks under close supervision and within established guidelines. To progress to the Capital Project Manager II level, the employee must work with greater independence and oversee more responsible and complex capital projects. The Capital Project Manager II is the second level and the Capital Project Manager III is the journey level in the job series. To progress to the Capital Project Manager III level, the employee must be certified as a Project Management Professional, with consideration also given to commensurate knowledge, skills, and abilities achieved through licensure as a Professional Engineer. Incumbents are eligible to promote with management approval when they fully perform duties at the higher level.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Plans, supervises, and coordinates the activities and operations of assigned capital improvements projects. Ensures the timely, accurate, and cost effective completion of projects.
- Coordinates work of professional and technical projects staff at each project phase, with an emphasis on teamwork and collaborative problem resolution.
- Ensures that all phases of projects proceed on schedule and that contractors, utilities and other organizations involved in projects, meet specifications. Reviews progress reports and authorizes payments.
- Performs grants administration, project estimating, and budget preparation and management for assigned projects as applicable. Procures outside resources as needed and provides contract administration. Submits and ensures payment of invoices for materials, professional services and other related cost items.

Clark County, Washington

- Reviews design plans and specifications for conformance to job requirements. Prepares, develops and checks complex specialized contract provisions and design agreements. Conducts pre-bid and pre-construction conferences detailing principle construction features and agreements.
- Monitors project progress and conducts meetings to resolve problems and ensure timely completion. Participates in meetings and designs and implements agreements throughout the stages of the projects.
- Utilizes computerized project management tracking systems and related programs in accomplishment of the work.
- Prepares complex technical engineering and administrative reports and develops critical correspondence and comprehensive reports in support of engineering projects and decisions.
- Coordinates with other sections and departments on issues related to capital projects, grant and contract administration, or related.
- With input from the divisions of Transportation, Design and Maintenance, makes recommendations on scope of work changes necessary to complete assigned projects.
- Directs investigations and develops resolutions of claims and complaints from contractors or property owners. Maintains office records of design, construction and other engineering activities, as required by County, State, and Federal regulations.
- Coordinates with the Survey Section Supervisor/County Surveyor to ensure accurate, complete and quality field survey data is collected and that information is acquired in a cost-effective, efficient manner. Assists in the preparation of complex property descriptions.
- Develops and maintains effective relations with the public. Represents Public Works on various committees; at neighborhood organization and community meetings; public hearings; before governmental bodies and in legal processes.
- Participates in the development, implementation and review of ongoing programs and existing methods - assessing job effectiveness and cost efficiencies.
- Participates in the formulation and updating of goals and objectives consistent with the mission of the Department

QUALIFICATIONS

- Bachelor’s degree in project management, civil engineering or a related field

- **OR** -

- High School Diploma or GED and five (5) years of related project management experience or closely related experience. Experience emphasizing construction based transportation projects is highly desirable.

Knowledge of: principles and practices of civil engineering and administration of public works projects; organizational and management practices as applied to the development of projects; recent developments, current literature, and sources of information regarding project management; project estimating; planning, scheduling, monitoring, and problem solving; application and interpretation of County regulatory codes, state regulatory and legislative requirements, court decisions and Attorney Generals opinions concerning the wide variety of engineering functions; departmental policies and procedures, work standards and codes applicable to the job.

Ability to: coordinate professional and technical staff with a team emphasis; analyze problems with consideration of consequences of proposed actions; identify alternatives and recommend solutions; implement recommendations in support of goals; interpret and apply Federal, State, and local policies, procedures, laws, and regulations; supervise the preparation and maintenance of project documents and reports; communicate effectively both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public.

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