


<b>JOB DESCRIPTION</b>	
City of Patterson  Human Resources	<b>CAPITAL PROJECTS MANAGER</b>

**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.*

Under administrative direction from the Director of Engineering, this mid-management classification plans and manages Capital Improvement Program activities and functions; assists the Director of Engineering with the planning, direction, supervision and coordination of departmental functions and engineering activities; assists with the preparation of operating and capital improvement budgets; supervises assigned staff and oversees the work of contract consultants and contractors to ensure contract and regulatory compliance; researches, acquires and administers grant funding from multiple sources ensuring compliance with all applicable regulatory requirements and highly complex reporting requirements; provides professional staff assistance to the Director; and performs related work as required and special projects as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Engineering, Building and Capital Projects/City Engineer.

Exercises supervision over professional, technical, and clerical staff; oversees the work of contract consultants and contractors to ensure compliance; and exercises responsible charge of assigned functions, including engineering, capital projects, traffic/transportation and utility planning.

**ESSENTIAL DUTIES**

*Typical essential duties may include, but are not limited to, the following:*

Manages assigned activities within the Capital Improvements Program, such as storm, sewer and water management, transportation planning and pavement management programs.

Assists with the planning, directing, supervision, and coordination of departmental operations; oversees and participates in the development of departmental strategic plans; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods and procedures.

Determines scope of engineering projects; prepares Request for Proposal (RFP); coordinates the bidding process for assigned projects; oversees and participates in the assembly and preparation of bid documents including drawings, calculations, specifications, plans and support materials; assures bid documents, notifications, awards and related materials are distributed to appropriate contractors, outside agencies, and personnel according to established time lines; evaluates and recommends professional engineering consultants and contracts awards.

Coordinates Department activities with those of other departments and outside agencies and organizations;

provides staff assistance to the Director of Engineering; prepares and presents staff reports and other necessary correspondence.

Assists with the preparation of operating and capital improvement budgets and control of expenditures

Performs complex engineering design; prepares plans, drawings, specifications, contract documents, and sketches pertinent to public works construction projects.

Leads a design team in the conduct and completion of complex engineering projects; serves as project manager for assigned complex and major engineering projects.

Provides infrastructure master planning analysis and project planning support.

Supervises and assists subordinate supervisors with the planning, design, and construction management of City buildings, equipment and City street, transportation, traffic, electrical, water, wastewater, and drainage systems; establishes long-range plans and goals, including strategic planning for the utility enterprise funds, rate setting and issues dealing with environmental regulations.

Researches, applies, acquires, manages, and administers Capital Improvement Project funding, ensuring compliance with regulatory and reporting requirements, revenue allocation and expenditure tracking processes.

Participates in regional transportation planning efforts to address local transportation issues and participates in allocating federal and state funding for local projects.

Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Assigns routine investigation, design and drafting tasks to technical subordinates; reviews completed work; and assists in the resolution of difficult problems.

Establishes performance expectations and evaluates the performance of subordinate personnel.

Prepares Council agenda items related to engineering activities and the Capital Improvement Program; and appears before the City Council, Council Committees, boards, commissions, and numerous civic organizations representing the Department.

Prepares a variety of correspondence including general and special reports.

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

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

Provides information to the general public and responds to and resolves difficult citizen inquiries and complaints related to Capital Projects.

Serves in the absence of the City Engineer, as required.

Performs related duties as required and special projects as assigned.

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

**Thorough Knowledge of:** Methods, materials, and techniques used in the construction of private and public works projects.

**Working Knowledge of:** Principles of effective supervision, training, management, and public works administration; 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.

**Knowledge of:** Pertinent Federal, State and local rules, regulations and ordinances; experience interpreting federal, state and local laws, policies, procedures, regulations, maps and funding sources; Federal aid project reimbursement's and invoicing; applicable laws and regulatory codes relevant to assigned area of responsibility; strategic planning, rate setting and environmental regulations for municipal utilities; methods of preparing designs, plans, specifications, estimates, reports and recommendations related 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; effectively represent the Department before the Council, Council Committees, boards, commissions, public agencies and private groups; manage assigned areas of the departmental program; 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 and prepare reports of findings; review and interpret cost estimates; prepare clear and concise written reports and develop appropriate recommendations; read, speak, write, and comprehend English at a level sufficient to explain complex policies and instructions in plain language and to communicate with consultants, engineers, developers, contractors, elected officials, other departments, agencies, government organizations, and the public; effectively establish and maintain cooperative relationships with those contacted during the course of work.

#### **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass pre-employment examinations which may include various position related background, reference, medical, physical agility, second language ability, certificate, or license verifications.

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

#### **EXPERIENCE and CERTIFICATIONS**

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities; normally this would include:

**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:** Five (5) years of increasingly responsible experience in capital improvement program management, project management or construction administration that includes planning, design and tracking of project expenditures.

#### **License or Certificate:**

Possession of a professional Civil Engineer registration from the California State Board for Professional Engineers, Land Surveyors, and Geologists is highly desirable.

Possession of a driver's license at the appropriate level with any special endorsements required by the State of California may be required.

## MENTAL AND PHYSICAL REQUIREMENTS

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: the position requires sitting for extended periods of time, traveling to and from sites, and attending meetings; frequent use of hands and fingers, the use of a keyboard, filing, writing and answering phones; frequent walking, talking or hearing; occasional climbing or balancing; stooping, kneeling, crouching or crawling; and may be expected to lift and/or move up to 25 pounds of work related equipment.

**Environmental Conditions:** Work is performed in office and field environments which may require walking on uneven ground, occasionally climbing a ladder or stairs, exposure to wind sun, and dust.

**FLSA Status:** Management, Exempt

**Revised:** August 2022