

**CITY OF LAUDERHILL
CLASS DESCRIPTION, ~~1998-2019~~**

POSITION TITLE: CAPITAL PROJECTS MANAGER (FACILITIES)

GENERAL DESCRIPTION OF DUTIES

Under the direction of the Facilities Manager ~~D E E S Director~~, manages a variety of capital projects and public work construction projects for the City. Authorizes and monitors the work of architectural and engineering consultants and contractors engaged in the design, construction and inspection of a variety of complex City capital improvement projects. Responsibilities include the management of multiple projects simultaneously in various phases of development including planning, consultant selection, design management, selection of contractors, construction management, contract administration, inspection and warranty administration. Performs other duties as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Coordinates the preparation of bid packages for capital improvement projects. Reviews bid proposals for recommendation to the Facilities Manager ~~DEES Director~~. Prepares and/or evaluates plans, specifications and contracts to verify that needs and requests of the governing authority reflected in the documents and that change orders for cost or delay are legitimate and a responsibility of the City.

Coordinates and/or prepares cost estimates, specifications and bid proposals for the City Capital Improvement projects.

Coordinates and expedites the review and approval of plans and specifications with other City Departments.

Confers, advises, informs and makes presentations with and to City departments, community groups, and individuals interested in projects included in the various capital programs.

Verifies that contractors' and consultants' pay applications are consistent with work completed and contracted

Monitors building construction projects and keeps other departments informed.

Identifies problems or factors inhibiting progress on individual projects, collects and analyzes data and makes specific recommendations for resolution.

Reviews shop drawings, and change orders as to price, need and completion.

Prepares and updates project schedules through various schedule/planning software programs, and maintains project files and resolves problems expeditiously

Prepares a variety of written documents, including regular and special reports, cost analysis and budget impact studies, workflow charges, correspondence, etc.

Provides update reports to Facilities Manager ~~DEES Director~~ to keep him/her fully informed on the progress of each project.

Maintains project files.

CAPITAL PROJECTS MANAGER

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree from an accredited four-year college or university with a degree in building construction, public administration, civil engineering, architecture or a closely related field. Four to five years of experience in project management of capital projects. Any equivalent combination of training and experience may be considered.

SPECIAL REQUIREMENTS

Florida Driver's License

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

CAPITAL PROJECTS MANAGER

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, disease and/or pathogens, electrical currents, violence, bright/dim light, noise extremes, dusts or pollen, and traffic hazards.

The City of Lauderdale is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderdale will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.