Class Code: M
Grade: 57
FLSA: E
WC Code: 8810
EEO Code: 2
EEO Job Category: Professional

CITY OF LAUDERHILL, FLORIDA
JOB DESCRIPTION

JOB TITLE: CAPITAL PROJECTS MANAGER

GENERAL STATEMENT OF JOB

The purpose of this position is to manage the construction of the City's capital projects, construction projects and General Obligation ("G.O") Bond Projects, under the general direction of the Engineering Director/City Engineer or designee. This position is responsible for authorizing and monitoring 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. Employees in this classification are responsible for managing the construction of multiple projects simultaneously in various phases of the development including bidding, contractor's selection, construction management, contract administration, inspection and warranty administration. Performs other duties as required.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Coordinates the preparation of bid packages for capital improvement projects. Reviews bid proposals for recommendation to the Engineering 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.

Monitors the review and approval of plans and specifications with the Engineering Department and assesses the constructability of the projects.

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

Assumes supervisory responsibility for assigned services and activities of all capital projects in correlation with the Building Official, Engineering Director, Planning and Zoning Director, or respective designees.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned projects; ensures alignment with City's strategic plan.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

Provides oversight of contractors on time and material change orders; estimates quantities for additional work and verifies cost estimates for accuracy and processes the change orders.

Verifies that contractors' and consultants' pay applications are consistent with work completed and contracted; manages change order and provides updates to the Department Director.

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.

Acts as liaison with other Departments to ensure that all corresponding Departments are informed and provide input on all projects related to their field or discipline.

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 Department Director to keep them fully informed on the progress of each project; may present the progress of projects to City Commission as requested.

Ensures that the contractors operations abide by all safety standards on and off site.

Prepares required reports for local, state and federal projects.

Assists in budget preparation for the Department.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of construction, City codes, laws and regulations.

Maintains project files.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university with a degree in building construction, public administration, management, civil engineering, architecture or a closely related field; **AND**
- Five (5) years of experience in project management of capital projects; **AND**
- State of Florida Driver's License.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: 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).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and in writing to deliver and explain information in a variety of technical and/or professional languages, and to prepare written correspondence, documents, reports, and analyses using proper format, spelling, grammar, and punctuation.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.