

City of  
**EDMONDS**  
Washington

**CAPITAL PROJECTS MANAGER**

<b>Department:</b>	Public Works - Engineering	<b>Pay Grade:</b>	<b>NR-11</b>
<b>Bargaining Unit:</b>	Non Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	City Engineer

**POSITION PURPOSE:** Under administrative direction, manages assigned capital improvement projects and contracts; plans, develops, prepares, and implements design drawings, specifications and cost estimates for utility, street, signal, facilities and other public works projects. Manages the advertisement, bid and award of capital improvement projects; contract administration and field inspection on city projects; monitors contractor activities to ensure construction is in accordance with City, State and Federal standards, codes, guidelines and laws and prepares, monitors and tracks project budgets.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages assigned capital improvement projects.
- Plans, develops and prepares designs drawings, specifications and cost estimates for utility, street, facilities and other public works projects.
- Designs contract drawings and specifications to assure quality, cost effective construction.
- Uses AutoCAD and related engineering and graphics software to prepare detailed design drawings.
- Coordinates project improvements with City Departments, private utilities, other public agencies and citizens and prepares and secures necessary easements for project construction.
- Proposes alternate construction methods or materials to reduce project costs.
- Performs constructability reviews of plans and specifications to reduce costs and avoid conflicts/changes during construction.
- Manages the advertisement, bid and award of capital improvement projects and prepares advertisement notices and responses to bidder questions.
- Reviews and analyzes bid documents for compliance with City, state and federal requirements and prepares award recommendation. Oversees the execution and processing of construction contract documents.
- Performs the construction management of assigned capital improvement projects; implements the contract; maintains project filing system and follows related City, state and federal standards, policies, guidelines and laws.
- Reviews and approves contractor submittals and review and respond to request for information.
- Performs field inspection and prepares daily inspection reports; calculates and prepares field note records of contractor quantities and materials installed in the field; takes and files daily photos of assigned projects and monitors contractor operations and traffic control to ensure a safe work area.
- Prepares and calculates progress pay estimates for Contractor payments.
- Negotiates and prepares change orders and field change directives.
- Responds promptly to public questions and concerns; attends, runs and/or coordinates associated meetings and interacts with other public agencies.
- Manages and tracks the close-out phase of construction contracts and the documentation required for final project approval.

## **JOB DESCRIPTION**

### **Capital Projects Manager**

- Prepares and manages consultant contracts, develops and prepares Request for Qualifications (RFQ's) and reviews and evaluates statements of qualifications.
- Reviews and approves fee sheets, scopes, invoices and checks consultant drawings, specifications and estimates for accuracy and quality; monitors consultant progress and invoices to approved schedules.
- Develops, prepares and monitors project budget; reviews and tracks project expenditures and prepares reports on cost overruns or budget amendments.
- Prepares City, state and federal documents for administration of grants and loans.

#### **Required Knowledge of:**

- Civil engineering principles, practices and standards.
- Design and construction principles and methods.
- Construction observation techniques and field construction including: field measurement and inspection methods, procedures, and materials.
- City standards, codes and regulations and related state and federal laws.
- Administration principles and practices of construction and consultant contracts.
- Surveying principles and use of survey equipment.
- Engineering mathematics, standards, practices and principles.
- Engineering calculators and programs.
- Drafting practices and standards including AutoCAD.
- Technical aspects of field of specialty.
- Reading, interpreting, and understanding civil design drawings, schematics and other related maps and drawings.
- Applicable laws, regulations and codes.
- Interpersonal skills using tact, patience and courtesy.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Planning, developing and preparing design drawings for utility, street, signal and public works building and facilities projects.
- Performing simple and moderately difficult designs.
- Understanding and interpreting codes and specifications.
- Meeting schedules and timelines.
- Reading, interpreting and understanding specifications, drawings and field surveys.
- Planning workload and prioritizing and scheduling work.
- Representing the City effectively at public meetings and work with the public.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets including AutoCAD.

**JOB DESCRIPTION**  
**Capital Projects Manager**

- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying project management techniques and principles.
- Directing the maintenance of a variety of assigned reports and files; and preparing, maintaining and reviewing both narrative and statistical reports.
- Determining or assisting with project budgets, resources, and timelines to complete projects from conceptualization to finish.
- Communicating effectively verbally and in writing, including public relations and public speaking.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Associates Degree in Civil Engineering, Construction Management, or related field or the equivalent of two years of college-level coursework in the above fields and five years of general public works or construction related technical support work that includes three years of experience managing or inspecting construction of utilities, streets and facilities; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid State of Washington Driver's License.  
Must be able to successfully complete and pass a background check.

**WORKING CONDITIONS:**

**Environment:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the telephone.
- Operating a computer keyboard and drafting materials.
- Reading and understanding a variety of materials.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending from ladders and working from heights or depths.
- Bending at the waist, kneeling or crouching reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting moderately heavy objects up to 40 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Contact with angry and/or dissatisfied members of the public.
- Occasional exposure to dangerous machinery.
- Occasional extreme weather conditions.
- Potential physical harm and hazardous chemicals when working in the field, conducting inspections and working around construction equipment and worksites.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_