



CITY OF ALBANY/ALBANY MUNICIPAL SERVICES JPA
POSITION DESCRIPTION

CAPITAL IMPROVEMENT PLAN PROGRAM MANAGER

DESCRIPTION:

To manage, direct, coordinate, and monitor Public Works programs and related activities; performs a variety of specialized technical work; supervises development and implementation of the City's Capital Improvement Program (CIP); oversees engineering/construction project management work for capital projects and facility upgrades; ensures that project schedules, cost and overall quality performance objectives are met across a diverse range of capital improvement projects; provides professional assistance and strategy guidance to staff regarding assigned project/programmatic area(s); fosters cooperative working relationships with state and federal agencies, business and community groups and the public; and performs related work as assigned. Provide assistance to the Public Works Director and to participate as a responsible, proactive, and positive employee of the City. The Capital Improvement Program Manager may have full signatory authority during the Public Works Director's absent.

CLASS CHARACTERISTICS

This single position job class serves in a management capacity over multiple technical and specialized public works programs/projects; overseeing regulatory compliance, asset management, CMMS and GIS software. An incumbent in this job class is responsible for the successful completion of assigned projects within the parameters of designated budget constraints, established timelines, allotted resources, and operational objectives. This job class is also responsible for providing the leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations regarding assigned projects. This job class requires comprehensive specialized and technical knowledge and expertise in all aspects of public works activities and related project management. This job class also requires a high level of initiative, sound judgment, communication skills, as well as strong management and leadership skills.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general direction from the Public Works Director. Employees in this classification exercise technical and functional coordination over designated public works personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS:

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties may include, but are not limited to, the following:

- Manages, directs, coordinates, and monitors assigned projects for the City and its partner agencies consistent with established goals, objectives, and administrative parameters of the designated projects.
- Participates in the development and implementation of program goals, objectives, and priorities as well as policies and procedures; develops and implements strategies for the achievement of these goals, objectives, and priorities; prepares health and safety plans.
- Represents the City's needs and priorities in all aspects and phases of the assigned activities; communicates with the project contractors, subcontractors, engineers, architects, landscape architects, representatives from other interested agencies and organizations, and the general public on a continuous and ongoing basis regarding assigned projects from the City's perspective.
- Prepares Requests for Proposals and interviews consultants/contractors for City contracts.
- Prepares reports and make presentations at meetings.
- Participates in the development, administration, and monitoring of assigned program budget(s) and fiscal activities; submits budget recommendations; monitors expenditures; projects future funding needs; may participate in the identification of appropriate and available funding sources.
- Conducts construction management and inspections of assigned projects to ensure compliance with approved plans, specifications, and contractual agreements.
- Evaluate operations and maintenance activities; recommend improvements and modifications; prepare reports of operations and maintenance activities.
- Serves as project manager on assigned projects related to area of assignment; supervises technical and non-technical staff; prepares cost-benefit analysis and prepares recommendations; prepares preliminary budgets and reviews; develops bidder pre-qualification guidelines; supervises the bid process and contract awards; ensures project coordination and scheduling; controls project costs; maintains cost and time accounting records and certified payroll; reviews and authorizes payments; conducts general inspections; provides supervision to engineers, architects, inspectors, contractors, and others involved in assigned projects.
- Serves as liaison to, provides support to, and coordinates assigned program activities with those of other City departments and staff as well as federal, state, and local private and governmental agencies, community organizations, the general public, and other groups.
- Attends and participates in professional group meetings; maintains awareness of and keeps informed of new trends, developments, and innovations related to area of assignment, public administration, and business administration; keeps current with federal, state, and local regulations and their impacts on the City's operations; incorporates new developments as appropriate into programs.
- Monitors, documents, and reports on the progress of work related to assigned projects on a regular and ongoing basis to ensure that established budget, timelines, and standards of quality within contractual obligations are being met; communicates any deviations, issues, and/or concerns to supervisor in a timely manner; provides recommendations for action.
- Acts as a technical and knowledgeable resource for management and conducts necessary research regarding proposed and/or current projects; locates resources, conducts feasibility studies, and participates in the planning and design aspects of projects.

- Monitors progress; accepts requests for payment and requests check disbursements; negotiates and writes change orders as appropriate; inspects completed projects, develops punch list and follows up to ensure successful completion.
- Represents the City's mission, goals, and objectives to the business and property owners as well as the general public regarding assigned projects; conducts public meetings/presentations for the purpose of eliciting information and input from affected citizens; responds to questions and requests for information and communicates the City's position to public's inquiries.
- Manages the public information and communications components of assigned projects; maintains contact and provides ongoing progress/status reports of assigned projects to affected citizens and the general public; participates in troubleshooting and problem-solving activities related to potential negative impact of assigned projects on City business, residences, and/or other public/private services; initiates and coordinates the delivery of necessary resources to assist in the successful resolution of problem situations.
- Coordinates the work of City staff members assigned to assist with city projects; provides direction and monitors the work assignments; communicates with appropriate supervisory/management staff to resolve personnel issues.
- Participates in the development and preparation of requests for bids/proposals; reviews and evaluates bids submitted; and recommends bid award.
- Coordinates, monitors and participates in the preparation of documentation and recordkeeping in compliance with local, state and federal procedural requirements related to public works/capital improvement programs.
- Coordinates and participates in the investigation and resolution of complaints/concerns related to assigned capital improvement projects and activities; identifies and recommends solutions to issues involving construction activities, service delivery, community relations, and/or contractual obligations.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Asset management and mapping technology.
- The functions and procedures of public works, including, sewer and storm facilities.
- Utility system engineering and utility mapping, with preference to sewer and storm facilities and systems.
- Experience with GIS and GIS system operations.
- Computers, printers, plotters, field survey equipment and computer operation and other modern office equipment.
- Principles and practices of organization, system development, and service delivery related to area of assignment.
- General construction techniques and processes.
- Chemistry, hydrogeology, and geology principles.

- Pertinent federal, state and local laws, codes, and regulations including those regarding environmental and solid and hazardous wastes.
- Inspection principles and techniques.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Policies and procedures of the City and the Public Works Department.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Terminology used in area of assignment.
- Principles and practices of record keeping and records management.
- Principles and practices of budget preparation and administration.
- Methods and techniques of data collection, research, and report preparation.
- Principles of supervision and training.
- Modern office procedures, methods, and equipment including computers and various software packages.
- Organization and operation of municipal government.

Ability to:

- Plan, organize, direct, coordinate, administer, and evaluate assigned programs and projects.
- Exercise sound judgment to determine regulatory compliance with existing laws and regulations.
- Review documents and reports for completeness and accuracy.
- Prepare and review the preparation of plans and specifications.
- Perform a full range of responsible advanced professional level analytical, programmatic, and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative.
- Recommend and implement goals, objectives, policies, and procedures for providing assigned program services and activities.
- Conduct accurate and thorough research and prepare clear, complete, accurate, and concise analysis, reports, and recommendations.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Analyze, assess, and address community and organizational needs related to the assigned program area and recommend plans for modifying or extending services, programs, and activities to meet community and/or organizational needs and requirements.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Research and interpret complex regulations and apply them in appropriate situations.
- Organize and prioritize multiple assignments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Participate in the preparation and administration of assigned budgets.
- Understand the organization and operation of the Public Works department, other City departments, and outside agencies as necessary to assume assigned responsibilities.

- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Represent the City in a professional manner when working with boards, outside groups, and the general public.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education/Training:** Bachelor's degree from an accredited college or university with major course work in science or engineering, or a related field.
- **Experience:** Three years of professional experience directly related to area of assignment that includes two years of administrative or project management experience related to Public Works or environmental activities. Geographic Information System (GIS) software work experience preferred.

LICENSE OR CERTIFICATIONS:

- Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.