

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB447 Capital Improvement Project Manager
POSITION #/TITLE: 2565 Capital Improvement Project Manager	Adopted: 11-08
	Revised:

POSITION DESCRIPTION

Dept/Division: Public Works/Engineering	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 17
Reports To Position #/Job Code #/JC Title: 1053/NB070/City Engineer	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Reflective vest, hard hat	

General Statement of Duties

Manages and evaluates Capital Improvement Projects including the development, design, budgeting, bidding and implementation for the City's Public Works Department.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. The Capital Improvement Project Manager classification is distinguished from the Project Engineer II - CIP classification by the increased complexity and diversity of projects, less peer review and reports developed by individuals in this classification. This position will manage projects with combined funding sources including multiple capital improvement accounts, state and federal grants, and special assessments. On a project basis, gives direction to Civil Engineers or other Engineering staff.

Examples of Essential Work (Illustrative Only)

Plans, develops, supervises and evaluates the operational processes, procedures and functions of the Engineering Division's Capital Improvement related design and project review programs;
 Develops engineering reports, designs, plans, specifications and contracts for capital improvement projects;
 Prepares specifications, cost estimates and request for proposals for engineers, contractors, consultants and vendors;
 Procures consultant engineering firms, including proposal review, interviews, and contract negotiation;
 Manages consulting engineering contracts;
 Conducts field reviews of capital improvement projects to determine project scope, needs and projected resources;
 Plans, prepares and monitors annual capital improvement budgets and monitors expenses and revenues of multiple City and external funding sources;
 Develops specifications and provides design review of contracted Capital Improvement construction projects;
 Establishes, monitors and maintains project schedules,

Performs design review and develops public works requirements for Capital Improvement construction projects;
Conducts project performance tests and recommends modifications to designs, specifications and materials requirements;
Coordinates CIP construction projects with other City departments and serves as the department's liaison to respond to media contacts concerning CIP;
Researches, analyzes, justifies and negotiates contractors' extra work and value engineering proposals;
Performs contract and contractor dispute resolution including representing department interests in mediation, litigation and negotiation of Capital Improvement Projects;
Prepares and submits grant applications;
Leads pre-construction meetings;
Serves as department liaison with state agencies;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Attends mandatory training sessions;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of public works engineering program management, including strategic planning and budgeting;
Comprehensive knowledge of civil engineering principals and practices for the design, construction, maintenance and repair of bridges traffic, street, trails, storm water management, water and solid waste conveyance systems, and overall right-of-way management;
Thorough knowledge of engineering design principles and practices;
Thorough knowledge of financial principals and practices;
Thorough knowledge of Federal aid processes;
Thorough understanding of the eligibility or non- eligibility of project elements relative to projects' funding or grant agreements;
Ability to plan, develop and interpret construction plans and specifications;
Ability to prepare accurate and reliable reports containing engineering calculations, construction designs, plans and specifications, findings, conclusions and recommendations;
Ability to plan, organize and manage engineering and design projects;
Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing engineering and regulatory terminology;
Ability to communicate effectively and establish and maintain working relationships with and communicate effectively with regulatory agency officials, engineers, other City employees, and the public both orally and in writing, using both technical and non-technical language;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering or other related field; and
Considerable experience in public works engineering, design and construction management; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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Licensure as a Professional Engineer issued by the State of Iowa.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to inspect a wide variety of engineering and construction projects on site and review a variety of written materials;

Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;

Sufficient personal mobility, which permits the employee to inspect engineering and construction projects.