

CITY OF MILPITAS

EFFECTIVE: August 2003
REVISED: October 2011
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

Capital Improvement Projects Manager

Definition

The Capital Improvement Projects Manager is responsible for the City's Capital Improvement Projects and will oversee, manage, and implement the City's projects.

Supervision Received and Exercised

Receives direction from the Assistant City Engineer and the City Engineer. Exercises direct and indirect supervision over professional, technical and clerical staff including Civil Engineers, land surveyors, project managers, consultants and other staff members.

Typical Tasks and Essential Functions

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

The Capital Improvement Projects Manager shall work with the City Manager, the City Engineer, Assistant City Engineer, and other staff, to develop and implement the City's Capital Improvement Program (CIP).

Assist in the development and application of the Design & Construction section policies, following general guidelines or professional and administrative standards in accomplishing assignments.

Perform project management of design and construction of major and minor capital improvement projects.

Prioritize and direct the work of the City CIP and be responsible for quality, schedule and cost control; work closely with the City Engineer and the Assistant City Engineer to coordinate CIP work.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

Prepare and/or review improvement agreements.

Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.

Review work with and present to the City Council, various Commissions, and City management showing alternative courses and making recommendations for policy decision.

Prepare and Issue Requests For Proposals (RFPs) to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all City CIP projects and programs.

Oversee land and easement acquisition activities, and assist in identifying and defining City infrastructure needs for private development projects.

Coordinate activities with other departments and divisions as appropriate.

Serve as staff representative to a variety of City and outside commissions, boards and committees as assigned.

Review, approve and sign engineering drawings.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Perform field investigations, construction site field reviews, and inspections.

Progress reports shall be prepared and presented in both written and verbal format to the Council, City Manager and others and include updates on scheduling, budgeting, and issue resolution alternatives.

Hire, train, supervise, and evaluate employees.

Perform other related duties as assigned

Minimum Educational Qualifications

A Bachelor's Degree from an accredited college or university in Civil Engineering.

License Requirements

The following licenses must be held at the time of appointment and maintain throughout employment:

- Registration as a Professional Civil Engineer in the State of California; and
- A valid California Drivers License

Experience Qualifications

A minimum of five (5) years of significant and progressive Civil Engineering experience. Experience should include acting as the lead in the successful completion of several major capital improvement projects, including buildings, bridges, roadways, parks, utilities, and related municipal improvements. Experience must include preparation and analysis of schedules and budgets for major capital improvement projects.

Knowledge, Skills, and Abilities:

Knowledge of:

Principles and practices of engineering as applied to new development and municipal public works, including working knowledge of the California Public Contract Code.

Practical knowledge and experience using computer programs such as spreadsheets, graphics presentation, CPM scheduling, and word processing.

Applicable laws and regulatory codes related to development and construction.

Methods and techniques used in the design and construction of a variety of public works projects.

Principles of organization, administration, budget, and personnel management.

Ability to:

Interpret and apply applicable codes, ordinances, rules, and regulations related to design, construction and contracting of public works infrastructure projects.

Interpret, review, and analyze project studies, plans, and specifications.

Perform professional and technical support services relative to assigned area of responsibility.

Communicate effectively orally, and possess excellent writing skills.

Establish and maintain harmonious and effective work relationships with developers, contractors, engineers, City staff, and the general public.

Supervise, train, evaluate and provide quality leadership to assigned staff.

Special Physical Requirements

Work is performed primarily in an office environment and exposure to outdoor elements when conducting field reviews at existing city facilities, proposed project sites and construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; drive to various locations daily; ability to work safely in a hard-hat construction zone; some exposure to construction and Municipal public works related chemicals and products.

City Manager

Date

Human Resources Director

Date

