



Midpeninsula Regional Open Space District

CAPITAL PROJECT MANAGER I/II

DEFINITION

Under direct supervision, performs various professional engineering and construction project management duties, including designing and implementing capital improvement and natural resource preservation and protection projects; coordinates engineering designs with other District staff, outside consultants, contractors and regulatory agencies; provides professional advice and assistance to other District staff, organizations, governmental and regulatory agencies, and the public; oversees the bidding process and construction efforts; develops a variety of studies; prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned Capital Project Manager III, Senior Capital Project Manager and/or the Engineering and Construction Manager. May provide technical and functional training to interns and direction to interns and/or consultants.

CLASS CHARACTERISTICS

Capital Project Manager I: This is the entry-level class in the Capital Project Manager series. Incumbents at this level are not expected to have directly related work experience, but are expected to have acquired capital improvement, open space, land use, natural resource protection, public administration, and/or related education and training. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience is gained, incumbents perform with increasing independence. This class is distinguished from the Capital Project Manager II in that the latter is the first fully experienced classification capable of working independently on individually assigned complex planning projects, whereas the Capital Project Manager I is typically assigned to small-scale projects or to support larger scale projects that are managed by more experienced professional Capital Project Managers.

Capital Project Manager II: This is the first experienced-level class in the Capital Project Manager series. Incumbents are expected to perform the basic range of engineering review and construction management duties in all of the following areas: capital improvement, open space, land use, and natural resource protection. Successful performance of work requires significant knowledge of a broad range of building and park infrastructure projects and the ability to adapt to and effectively work in a wide variety of terrain including mountainous rural, open space with varying site and natural resource conditions. Positions at this level usually perform most of the duties required of the positions at the Capital Project Manager III level but not expected to function at the same skill level. Positions at this level will receive instruction or assistance regularly but are fully aware of the operating procedures and policies of the work unit.

Positions in the Capital Project Manager class series are flexibly staffed and positions at the II level are normally filled by advancement from the Capital Project Manager I level requiring two (2) years of experience at the Capital Project Manager I level and after gaining the knowledge, skills and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level Capital Project Manager II class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right 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.

For all assignments:

- Participates in the development, implementation and completion of capital improvement projects related to new trails, parking lots, buildings, facilities, and/or District infrastructure.
- Prepares and implements site improvement and repair plans; prepares studies and designs; evaluates alternatives; obtains necessary permits; prepares project budget estimates and schedules; reviews bids and selects consultants and contractors.
- Makes recommendations on solutions to engineering and construction related issues.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned services, projects, and activities; identifies opportunities for improvement and recommends to District management staff.
- Participates in the preparation of project implementation budgets, and monitors project expense budgets and approves/processes project expenditures.
- Serves as source of information for developers, engineers, property owners, and contractors regarding general capital programs, projects, and functions; represents the department and District to outside agencies, public and private groups, and the general public; facilitates community participation through a continual dialogue with residents on major projects.
- Develops consultant requests for proposal, advertising, and bid processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates, administers, and manages contracts for services; reviews documents, reports, and other work products prepared by consultants and provides feedback and corrections; reviews and oversees consultant invoices and progress payments.
- Prepares and presents staff reports for capital improvement design and construction projects, contract solicitation and authorization, permits and licenses.
- Provides highly complex staff assistance to management staff; develops and reviews staff reports related to assigned activities, projects, and services.
- Represents the District to outside agencies, before the City or County Planning Commission, Department of Public Work, and Council or Board; conducts presentations regarding District capital project issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in open space and preserve and related services; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Maintains standard construction documents in conformance with changes in legal requirements and practices. Advises consultant and staff in the preparation of technical specifications and construction details as it pertains to codes and constructability.
- Oversees the scheduling of major construction projects to ensure contractual compliance with plans, specifications, materials, schedules, workmanship and safety standards.
- Participates in negotiating claims and proposed change orders and associated costs, resolving field and contractual differences, and processing scheduled progress payments.
- Conducts final inspections to assure the project's completion and that final acceptance includes necessary warranties and resolution of liquidated damages.
- Provides appropriate operational staff with documents, warranties and, as necessary, an orientation of specialized functional components and systems.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Project and program management principles and practices, including goal setting, work plan development, budget tracking, implementation, and evaluation.
- Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the assigned function.
- Principles of construction management methods relating to legal, contractual, inspection, and safety.
- Basic principles and practices of budget development and administration.
- Principles and practices of contract negotiation and administration.
- Practices of researching engineering and construction issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of mathematics and geometry and their application to engineering and construction work.
- Methods and techniques of effective technical report preparation and presentation.
- Recent developments, current literature, and sources of information related to engineering and construction review.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Administer complex, technical, and sensitive engineering, construction, and related programs in an independent and cooperative manner.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and explain engineering and construction projects and programs to the general public; identify and respond to issues and concerns of the public, District staff, Board of Directors, and other boards and commissions.
- Develop, track, and manage project budgets.
- Assess, monitor, and report environmental impact on and of various District programs and services.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and District policies and procedures.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Read and understand technical drawings and specifications.

- Perform mathematical computations with precision.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Capital Project Manager I and II: Equivalent to graduation from an accredited four-year college or university with major coursework in landscape architecture, architecture, civil or structural engineering, construction project management, or a related field.

Capital Project Manager I: No experience required. One year of responsible experience and/or internships in project management preferably in projects equivalent to those found at the District.

Capital Project Manager II: Three (3) years of increasingly responsible experience in project management preferably in parks, open space, or related field. A Master's Degree in an Engineering, Architecture, or Geology discipline and/or a professional license (PE, PG, Landscape Architect, Architect) is highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District project sites, including traversing uneven and steep terrain and wildland areas, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle including in remote areas or dirt roads, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This position includes sedentary office and field work requiring standing in and walking between work areas and project sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and blustery to hot and dry temperatures, inclement weather

conditions, or road hazards. Employees may interact with upset individuals and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: November 2017

REVISED: July 2024

FLSA: Exempt