



Midpeninsula Regional Open Space District

SENIOR CAPITAL PROJECT MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex level of engineering and construction project management duties, including designing and implementing capital improvement and natural resource preservation and protection projects, and hazardous materials abatements; 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 general direction from assigned management staff. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is the highest-level class in the professional Engineering and Construction Department - Capital Project Manager series. The incumbent is expected to perform the full range of engineering review and construction management duties in all of the following areas: capital improvement, open space, land use, and natural resource protection. This position will organize and oversee both day-to-day current and long-term advanced Engineering and Construction activities and is responsible for providing professional-level support to assigned management staff in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with and providing technical support to other District departments and other public agencies. Positions at this level are distinguished from the Capital Project Management III level by conducting more complex projects, working independently, and exercising greater judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Engineering & Construction Department Manager in that the latter is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff involved in a major area of the Engineering and Construction Department, in addition to performing the more complex engineering design and project management activities.

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.

- Provides technical and professional support to departmental management staff and other District departments.
- Participates in the development, implementation and completion of capital improvement projects related to new construction of and repairs/expansions to trails, parking lots, buildings, facilities, and other District infrastructure.

- Administers, reviews, and recommends actions on design and construction documents to ensure compliance with District programs and approved policies.
- Prepares and implements site improvement and repair plans; prepares studies and designs; evaluates alternatives; obtains necessary permits; prepares and adheres to 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 and continuously monitor the efficiency and effectiveness of assigned programs, project delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Engineering and Construction Manager.
- Prepares and reviews project implementation budgets, and monitors project expense budgets and approves/processes project expenditures.
- Serves as source of information for the public, stakeholders, and interested parties regarding general capital programs, projects, and functions; represents the department and District to outside agencies, organizations, and the public; facilitates community participation through a continual dialogue with residents on major projects.
- Develops consultant requests for qualifications and proposal, advertising, and bid processes for professional and/or construction services; evaluates and negotiates 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; under direction, reports to and advises the Engineering & Construction Department Manager, General Manager, Board of Directors, and Board Committees related to a wide variety of capital project matters.
- Represents the District to outside agencies, before the City or County Planning Commission, Department of Public Works, and City Councils; conducts presentations regarding District capital project issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in construction, engineering, and similar services, particularly as it relates to work in open space settings and for the purposes of recreation and land management; researches emerging products and enhancements, and their applicability to District needs.
- Monitors changes in regulations and technology that may affect services and 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.
- Reviews status and monitors variances of construction projects relative to scheduling and cost controls, and strategizes on ways to reduce and/or avoid these variances.
- 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.

- Provides training and orientation, and assigns work to supervisee(s); oversees the assigned priorities and deadlines; reviews reports and recommendations prepare by supervisees(s)
- Assists the Department Manager with preparation of the annual Action Plan and Budget.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Project and capital 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 engineering and construction 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 Board Committees.
- Develop, track, and manage project budgets and identify cost control strategies.
- Assess, monitor, and report environmental impact on and of various District programs and services.
- Analyze technical data to determine project requirements and translate technical specifications in laymen's terms.
- 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.
- Develop critical path or project flow diagrams.
- 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; detect flaws in design, construction methods and materials to ensure compliance with contract plans and specifications, permits, codes, regulations and laws.
- 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.
- Effectively supervise and train staff in areas related to capital projects.

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:

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, three (3) years of progressive supervisory or managerial experience, and five (5) 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, SE, PG, Landscape Architect, or 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 development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, 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 is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. 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 hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: July 2017
REVISED: N/A
FLSA: Exempt