



## CAPITAL PROJECTS MANAGER

CLASSIFICATION	P
RANGE	\$51,024 - \$75,492
FLSA	EXEMPT

### GENERAL STATEMENT OF DUTIES:

Performs difficult professional work related to the planning, review, design, construction and inspection of projects included in the County's Capital Improvements Plan (CIP) and other projects as assigned. Assists with the inter-departmental coordination and tracking of commercial project reviews and permitting within the County. Performs work under the general supervision of the Deputy County Administrator including work with the Economic Development Authority (EDA) on various projects.

### DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for independently managing and guiding to successful completion, on time and within budget, multiple complex engineering and construction projects. This position combines field and office activities, with more than 50% of the job performed in the form of field work. This is a non-supervisory position.

### EXAMPLES OF WORK *(Illustrative Only)*:

- Assisting in the preparation of the County CIP.
- Assisting in the negotiation, recommending of, and administration of contracts for design and construction.
- Assisting in the negotiation and procurement of real property and easements as directed.
- Developing thorough familiarity with the purpose and goals of capital projects and with design and construction documents; reviewing design and draft construction documents and making recommendations to reduce construction as well as operation and maintenance costs and to improve overall project outcomes.
- Processing plans through local, state and federal regulatory agencies.
- Monitoring, updating and regularly reporting the work progress of all design, review and construction parties in relation to projects schedules.
- Coordinating and ensuring the development of communications and conflict resolution structures between all project parties including the owner, design professionals, reviewers, contactors, and inspectors.
- Participating in and providing minutes of progress meetings.

- Monitoring, updating and reporting project expenses relative to project budgets.
- Providing on-site quality control and quality assurance inspections to ensure work is completed in conformance with design and contract documents.
- Work with all involved to reduce change order adds and keep various projects within or under budget
- Maintain project records including copies of all correspondence, contract documents, construction schedules, change orders, test results, permits, inspection reports, insurance policies, minutes of meetings, shop drawings, invoices and budget reports, and any other project related documents.
- Assist with the specification and procurement of contract services as needed.
- Review submittals, RFI's, ASI's, mock-ups, etc.
- Maintain a daily log of daily project activities including work progress, weather conditions, site visitors, inspections, sub-contractors on site and the nature and location of work performed.
- Accompany local, state and/or federal agency and any independent contract inspectors with jurisdiction over the project on inspections; immediately report any negative results or deficiencies to the owner and the party responsible to make corrections; monitor and document corrective actions.
- Review field reports; monitor and document corrective actions.
- Observe material for use on projects to ensure they are consistent with project specifications, are in good condition and free of defects; report concerns or deficiencies to the contractor and architect/engineer, if applicable, immediately and to the owner as soon as practicable.
- Monitor and document the storage of materials, including off-site storage if directed, to ensure public safety and protection of materials; report any concerns to the contractor immediately and to the owner as soon as practicable.
- Inspect and document job sites, work methods and work product to ensure safety and compliance with design and contract standards, terms and conditions and with project schedules; report any concerns and deficiencies to the contractor, architect/engineer and owner immediately; inspect and document corrective actions.
- Evaluate, log and make recommendations on requests for change orders; maintain records of all approved as submitted, approved as amended, and denied change orders.
- Observe and document tests required by applicable regulations and by contract documents; report results to the owner.
- Receive and review invoices and pay applications; advise owner regarding the approval, modification or denial of payments in consultation with project architects/engineers prior to the making of payments.
- Coordinate and oversee the work of County staff and contractors.
- Assist with and participate in punch-list and final inspection and commissioning.
- Receive, review and accept all technical manuals, operators' manuals, manufacturer's instructions, warranties and similar documents for all equipment and systems that are component to any capital project.
- Receive and inventory keys, special tools, filters, spare parts and similar items and document their transfer from contractors/suppliers to the owner.
- Coordinate and document the training of maintenance personnel on equipment operation and maintenance.
- Receive and review as-built drawings for compliance with marked-up drawings maintained throughout construction.
- Obtain and maintain lien waivers/affidavits of payment of claims.

- Participating in meeting with the general public, landowners, design professionals, developers, contractors, other County staff and appointed and elected officials to provide information.
- Assist private commercial project representatives to understand and comply with County plan review and permitting requirements.
- Assist in the coordination of interdepartmental services related to private commercial development in the County.
- Performs other duties as required.

### **PHYSICAL AND ENVIRONMENTAL FACTORS:**

- Lifting and carrying up to 50 pounds;
- Climbing, balancing, stooping, sitting, standing, walking, crawling, and grasping;
- Speaking to express or exchange ideas and information;
- Hearing to perceive information at normal spoken levels as well as to detect the movement of people, machines and vehicles;
- Visual acuity for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of vehicles or equipment, determining the accuracy and thoroughness of work, taking pictures, and observing general surroundings and activities;
- Toleration of inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and uneven terrains and surfaces;
- Eye-hand coordination, dexterity and control to type, write, sketch, draw and to operate vehicles, equipment and tools.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of modern principles and practices relating to the planning, design, construction, operations and maintenance of public facilities and infrastructure;
- Ability to communicate technical ideas effectively orally and in writing;
- Significant experience in contract administration, effective supervision, computer equipment and software applications, and the ability to communicate effectively orally and in writing;
- Ability to make public presentations to various community groups concerning projects and project update reports to funding organizations;
- Ability to observe materials, work and methods to ensure compliance with specifications, designs and contracts;
- Ability to review and accurately interpret test results, architectural/engineering designs, technical data and reports;
- Ability to understand and comply with local, state and federal regulatory requirements including plans, permitting and inspections requirements.
- Ability to establish and maintain effective working relationships with public officials, design professionals, contractors, the general public and other County staff including the Economic Development Authority when needed.

## **ACCEPTABLE EDUCATION AND EXPERIENCE:**

### Required:

- Any combination of education and experience equivalent to a Bachelor's degree in architectural, engineering or construction sciences
- At least five (5) years of progressively responsible professional public facilities and infrastructure construction project management

### Preferred:

- Superintendent-level and craftsmanship experience
- Registration as a Professional Engineer in Virginia
- Professional Project Management Certification (PMP)