



## CAPITAL IMPROVEMENT PROGRAM MANAGER

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### Position Summary

Under limited supervision, provides leadership through oversight and supervision of construction activities for 4J's Capital Construction Bond Program ensuring that all construction/remodel projects are a comprehensive design, executed safely, on schedule, and within budget.

### Supervisory Relationship

This position reports to the Director of Facilities and Transportation Services. Directly supervises Construction Project Managers, Management/Administrative Assistant(s), and other Department Staff as assigned.

### Essential Functions

1. Plans, prioritizes and manages the activities of the Capital Improvement Program (CIP) Project Managers through appropriate budget forecasting and management, delegation, managerial support, and work supervision.
2. Reviews and approves project designs, technical proposals, documentation, contracts, agreements, work papers, and reports of project activities; assures effective communication of project issues.
3. Development of requests for proposals and management of consultants for the support of the CIP program.
4. Oversees the review, approval and negotiation of technical plans, change orders, schedules and contracts for District projects; assures the use of efficient techniques and sound technical practices to meet District objectives.
5. Oversees work performed on District projects by contractors; inspects project work sites, and documents the progress compared to project schedule; reviews and approves construction documents, expenditures, and reports; assures project activities are in compliance with project specifications and District policies.
6. Proactively evaluates disputes and issues; identifies concerns and recommends solutions; assures that all project and service issues are addressed and resolved in a timely fashion; coordinates projects with District departments and regional agencies.
7. Manages, trains, mentors and evaluates staff; assigns duties, responsibilities, and resources; meets with staff to resolve priorities, workload, resource allocation, technical issues, and quality standards.
8. Exercises independent judgment within broad policy guidelines; advises on specialized areas of technical expertise; assures the highest quality CIP projects are delivered on time and within budget.

9. Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and District staff; promotes the District goals and priorities, and complies with all policies and procedures.
10. Maintains absolute confidentiality of work-related issues and District information; performs other duties as required or assigned.
11. Perform other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Leadership, decision-making, and building collaborative working relationships across all levels of personal interactions encountered during course of work.
2. Managing and coordinating the planning, design, and construction of public works projects.
3. Engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports for public capital improvement projects.
4. Reading and evaluating plans and technical schematics, collecting and analyzing data, and performing mathematical and statistical calculations.
5. Principles of design, construction and maintenance of public projects, including conceptual design, project scoping, engineering design, environmental assessment, and right-of-way.
6. Interpreting and applying technical standards and procedures, Federal and state rules and regulations, and City policies and procedures governing engineering and architectural functions.
7. Principles and practices of government project, contract, and budget management. Principles of record keeping and records management both paper and electronic. Maintain a CIP needs list of deferred maintenance and deferred projects.
8. Principles and practices of public sector administrative management, including performance management, personnel rules, accounting, budgeting, procurement, and contract management.
9. Techniques and practices for efficient and cost effective management of resources. Environmental laws and regulations as they pertain to public construction.
10. Managing staff, delegating tasks and authority, training and coaching to improve staff performance.
11. Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.

- 12. Operating a personal computer and tablet utilizing standard and specialized software including proficient use of Microsoft Office suite.
- 13. Communicating effectively verbally and in writing.

**Minimum Qualifications**

**Education**

- Possess, at a minimum, a bachelor’s degree in architecture, civil engineering, mechanical engineering, construction management, or related field.

**Experience**

- Ten years of commercial construction project management experience with at least five years of supervisory duties.
- Demonstrated ability to manage the fiscal and operational aspects of a construction organization, preferably in a public school setting.
- Proven experience in working collaboratively with a variety of people at various levels and diverse backgrounds.
- Demonstrated ability to successfully supervise subordinates engaged in maintenance and/or building construction activities.
- Valid Oregon driver’s license at time of hire.

*(Note: Applicants may be considered who have comparable, but not identical, professional experience in public school maintenance/construction or closely related field. To be considered, candidates must be able to demonstrate how their experience is equivalent to the stated minimum qualifications.)*

**Work Environment**

Work is performed primarily in an office setting along with frequent travel to and from all district locations. Will be available to the police and fire departments on a 24-hour call basis when conditions warrant. Work activities may include climbing, bending, stooping, and kneeling. May be required on occasion to lift and carry up to 50 pounds. Occasional attendance at meetings or activities outside of normal working hours may be required.

*(Note: The statements contained herein reflect the general details as necessary to describe the principle functions of this position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.)*

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	4J MAPS Association
<b>Pay Grade</b>	Grade 11 – 12 month
<b>Approved by</b>	Cydney Vandercar, Director of Human Resources
<b>Last revised</b>	08/01/17