



## Midpeninsula Regional Open Space District

### **CAPITAL PROJECT MANAGER III**

#### **DEFINITION**

Under general direction, performs complex, professional-level, 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 related to codes and constructability to other District staff; oversees the bidding process and construction efforts; develops a variety of construction feasibility studies; prepares and presents staff reports; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Engineering and Construction Department Manager and/or supervisory staff. May supervise junior level departmental staff, as assigned by the Engineering and Construction Department Manager.

#### **CLASS CHARACTERISTICS**

This is the fully experienced-level class in the professional Engineering and Construction Department - Capital Project Manager series. Incumbents are 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. 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 are distinguished from the Capital Project Management II level by conducting more complex projects, working and problem-solving 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 and Construction Department Manager in that the latter is responsible for organizing, assigning, managing, and overseeing the work of departmental staff, in addition to performing more complex engineering design and project management activities, as needed.

#### **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; supervises the preparation of plans, specifications, bid documents, and construction costs estimates; obtains necessary permits; prepares project budget estimates and schedules; analyzes bids, selects consultants and contractors; conducts value engineering; and negotiates final contracts.
- Makes recommendations on solutions to engineering and construction related issues.

- Ensures that capital projects adhere to project goals, approved plans, District policy, permitting requirements, comply with environmental mitigation measures, District construction standards, and any applicable rules and regulations, and documents and reports compliance as required.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned services, projects, and activities; identifies opportunities for improvement and makes recommendations to District management staff.
- Participates in the preparation of project implementation budgets, monitors project expense budgets, approves/processes project expenditures, and provides early alert to Department Manager of potential issues with meeting assigned project budgets.
- Serves as source of information for staff, consultants, 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 and advertises consultant/contractors requests for proposal/bids/quotes, and administers bid processes for professional and/or construction services; evaluates proposals/bids/quotes 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 assistance to management staff related to codes and constructability; 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, and Board of Directors related to a wide variety of capital project matters.
- Represents the District to outside agencies, including City and County Planning Commissions, Departments of Public Works, and Councils or Boards; conducts presentations regarding District capital project issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in open space construction and related activities; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect capital projects; recommends policy and procedural changes to management.
- 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. Assists and advises consultants 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, and provides early alerts to Department Manager of potential issues with meeting project schedules.
- 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 development, tracking, administration, and evaluation, and preparation of project scopes and schedules.
- 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.
- Principles and practices of permitting and contract negotiation and administration.
- Practices of researching engineering and construction issues, evaluating alternatives, value engineering, 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 and construction.
- 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 construction procedures, policies, or methods.
- Research, analyze, and evaluate new project 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 outside boards and commissions.
- Develop, track, and manage project budgets.
- Assess, monitor, and report environmental impact on and of various District projects.
- 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 and contractors.
- 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:*

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, and five (5) years of increasingly responsible experience in project management preferably in parks, open space, or a 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 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 2016  
REVISED: N/A  
FLSA: Exempt