

CLASS SPECIFICATION
Capital Project Manager II

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, organizes, oversees and coordinates multi-disciplinary, multi-phase public works projects from conceptual initiation through completed construction; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Portland's Capital Project Manager classification series contains three levels. The classes are distinguished from each other by the type, size and number of public works projects assigned to positions in the classification. The Capital Project Manager II is the professional journey-level class in the series, assigned to provide project direction on relatively large public works projects with mid-range capital budgets, requiring experience and skill to deal with sensitive issues/objectives. Incumbents in the Capital Project Manager II class work under supervision of a Capital Project Manager III or a Division Manager. Capital Project Manager II may not be responsible for all elements of the project such as securing and managing project funding or a specific phase of the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. For assigned projects, plans and manages all aspects of project design, development and implementation including technical research/analysis, funding and cost analyses, scheduling, public involvement, project budgeting, project performance and results.
2. Coordinates and integrates multi-phase design, development and construction projects with various regional, state or federal jurisdictions, as well as with special-interest groups, neighborhood associations, other stakeholders and the public.
3. Prepares requests for proposals for outside services; manages the consultant selection process; negotiates contracts; plans, schedules and directs the work of consultant teams in preliminary engineering, engineering design and construction services; reviews engineering reports and specifications; coordinates work with the City's construction inspector, project engineer and the contractor during construction.
4. Prepares and makes presentations before citizen groups, various commissions and the City Council.
5. Develops reports, memoranda, letters and other documents regarding project issues for both internal-City and external distribution; works with engineers, architects and construction contractors regarding

normal and unusual project problems and phases; ensures the maintenance of detailed records of project activities, findings, progress and results.

6. Ensures assigned project compliance with federal, state and local laws, regulations and policies.
7. Monitors and approves payments to project consultant subcontractors.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Public works project management principles, processes, systems and techniques.
2. Public works project funding and budgeting, objective development and work planning/scheduling.
3. Practices of civil engineering, infrastructure design and construction.
4. Federal, state and local laws, codes and regulations regarding public works construction.
5. Trends, approaches and problem-solving techniques used in construction, engineering, inspection and compliance processes.
6. Modern methods of construction and structural design concepts.
7. Techniques, equipment and materials used in public works construction.
8. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
2. Prepare, administer and monitor a project budget and anticipate future budgetary needs.
3. Develop persuasive oral presentations of ideas and recommendations.
4. Interpret and apply complex rules, regulations, laws and ordinances.
5. Provided assistance and leadership on all aspects of assigned projects.
6. Analyze technical design engineering, construction engineering and surveying problems.
7. Evaluate alternative project approaches and adopt effective solutions.
8. Prepare accurate and detailed written material, including staff and administrative reports.
9. Analyze policies, proposed code amendments and changes to established programs and policies.
10. Exercise sound, independent judgment and initiative within established guidelines.
11. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in construction management, law, public administration, or a related field; and eight years of professional experience with public works projects; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed from position(s) within the following class(es)

3359 PUBLIC WORKS PROJECT MANAGER Adopted: 07-01-92

3152 PUBLIC WORKS CONSTRUCTION/INSPECTION SUPERVISOR Adopted: 01-18-77

0970 PROGRAM MANAGER II Adopted: 07-01-92

June 2009 - Change Job Class number from 7656 to 30000686, due to system change.