

CLASS SPECIFICATION
Capital Program Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, supervises staff involved in multi-disciplinary, multi-phase public works projects from conceptual initiation through completed construction; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the supervision of a large group of professional and technical capital projects staff. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning, and coordinating the work with that of other units and external agencies and consultants. Capital Program Managers are distinguished from the Capital Project Manager series by being supervisors over larger work groups including higher level Capital Project Manager levels and by having less direct involvement in the technical work and more leadership, management, and oversight responsibilities.

Capital Program Managers are distinguished from other program managers by the classification's specialization in developing and managing a wide range of public works capital projects, requiring a thorough knowledge of federal and state law and regulation and City policies and objectives regarding public work projects.

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. Plans, organizes, controls, integrates and evaluates the work of the assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and

bureau's mission, objectives and service expectations; designs and implements training programs to improve staff performance; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. For assigned division, supervises 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.
5. Performs project management over several large projects, supervising staff and contractors in, or performing, project planning and design, developing and administering project terms and conditions, assisting in contractor selection, and evaluating contract compliance and adherence to applicable policies.
6. Supervises 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.
7. Disseminates and makes presentations of findings to the public, City boards and commissions, City Council and community organizations for their review and input; presents policy documents for formal review and action; and represents the bureau or City before various boards and commissions and regional, state and federal agencies
8. Ensures assigned project compliance with federal, state and local laws, regulations and policies.
9. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's missions, objectives and service expectations.
10. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

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.

9. City human resources policies and labor contract provisions.

Ability to:

1. Plan, assign, supervise and coordinate the work of professional and technical subordinates.
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. Provide assistance and leadership on all aspects of assigned projects.
6. Evaluate alternative project approaches and adopt effective solutions.
7. Prepare accurate and detailed written material, including staff and administrative reports.
8. Analyze policies, proposed code amendments and changes to established programs and policies.
9. Exercise sound, independent judgment and initiative within established guidelines.
10. 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 ten years of professional experience with public works projects, at least three years of which was in a supervisory capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

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: July 1, 2009