City of Portland Job Code: 300001258

CLASS SPECIFICATION Capital Project Control Manager

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, supervises and participates in the work of staff engaged in providing developing, implementing and administering the project controls for the Portland Department of Transportation Capital Program; manages the project delivery system; plans and monitors performance against program goals and objectives and ensures program results; coordinates with external program or project stakeholders; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Capital Project Control Manager is responsible for planning, implementing and evaluating the PDOT capital program for scope, schedule and budget. An incumbent is accountable for attaining program and project results. Capital projects typically entail substantial, multi-year resource commitments and significant City staff involvement. Work requires program/project management expertise to integrate multiple interests and stakeholders in achieving successful program/project results. In-depth organization and process knowledge is essential for ensuring program/project success. It is distinguished from other Capital Project classifications by its management and oversight of the entire PDOT capital program budget, scope and schedule.

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 assigned program or project staff; develops, implements and monitors work plans to achieve City or bureau program goals and performance measures; develops and monitors performance against the multi-year and annual program budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau program 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; recommends disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

- 3. Provides leadership and works with program staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- 4. Plans, implements, and evaluates the work of assigned professional engineering, technical and administrative staff engaged in development of the annual Capital Improvement Program (CIP), related cost and budgetary documentation, and performance of project auditing, control and progress tracking. Manages and monitors the Federal Stimulus Funding Program within the Bureau and participates as a team member at the City level.
- 5. Develops and maintains the bureau's master project schedule; tracks and reports on the status of project budgets, schedules and scopes; audits work plans from project managers.
- 6. Manages the project delivery system. Establish project delivery policies and procedures and provide oversight on projects in projects management and engineering.
- 7. Coordinates with Oregon Department of Transportation on certified projects; ensures compliance with established procedures and agreements.
- 8. Coordinates work through the CIP process to avoid project conflicts with other bureaus.
- 9. Designs and implement project management training, project deliver training, and track and report on project training my project managers on an annual basis.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Advanced principles, practices and methods of program, administrative and organizational analysis.
- 2. Advanced principles, practices, tools and techniques of program/project planning and management.
- 3. Advanced principles, practices, tools and techniques of public works project development and design and construction processes.
- 4. City, State and federal regulations governing transportation project development, right of way, design, procurement and construction.
- 5. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
- 6. Engineering practices for transportation design and construction.
- 7. Principles, practices and methods of budget development and management.

- 8. Principles and practices of sound business communication.
- 9. Principles and practices of effective management and supervision.
- 10. City human resources policies and labor contract provisions.

Ability to:

- 1. Plan, organize, manage and direct a complex transportation capital program with goals, objectives, timelines and deliverables over a multi-year period.
- 2. Coordinate program activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.
- 3. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
- 4. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to program/project responsibilities.
- 5. Understand, interpret and respond to internal and external customer needs and expectations.
- 6. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
- 7. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
- 8. Negotiate effectively on behalf of the bureau and the City.
- 9. Ensure the maintenance of all required files, records and documentation.
- 10. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.
- 11. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
- 12. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, the public and others encountered in the course of work.

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 engineering, business administration, construction management, planning, design, or a related field; and ten years of professional experience with public works project management, 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:

A valid state driver's license may be required for certain work assignments.

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