

CLASS SPECIFICATION
Capital Program Management Controls Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, integrates and controls the work of employees in the Program Management and Controls unit of the Bureau of Environmental Services engaged in development of the annual Capital Improvement Program, related cost and budgetary documentation, and performance of project audits and progress tracking; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Capital Program Management & Controls Manager is distinguished from other engineering division managers in that an incumbent is not required to be a professional engineer and manages the work of a group of employees that may include professional engineers as well as technicians and administrative staff engaged in complex activities that support the engineering and construction projects of a City bureau.

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 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.
2. Directs ancillary activities that include maintenance, revision, publishing and distribution of engineering service manuals; tracking and reporting on permitting activities; benchmark comparisons of program scope and progress with capital programs in other selected jurisdictions.
3. Develops and maintains the bureau's Master Capital Project Schedule; creates and updates budgets and schedules for each project; audits work plans from project managers.
4. Creates and distributes CIP quarterly and year-end reports.
5. Directs documentation and transmission of information regarding division activities relevant to other units and bureaus, generating Geographic Information System (GIS) input, project tracking system (PDX) data, periodic project progress reports, and the overall CIP five-year plan.
6. Directs coordination of project infrastructure impacts by means of maintaining the paving list to limit project incursions on recently paved streets and avoid resulting public relations problems.
7. Designs and implements project management training for bureau engineers and managers.

8. Develops, implements and monitors work plans with subordinate supervisors to achieve bureau and division mission, goals and performance measures, monitoring performance against the division budget, and managing the development, implementation and evaluation of the work program to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
9. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff, establishing performance requirements and personal development targets, monitoring performance and providing direction for performance improvement and development.
10. Recommends disciplinary action up to and including termination to address performance deficiencies in accordance with City human resources policies, applicable law and labor contract agreements and subject to director and City management concurrence.
11. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City and bureau mission, objectives and service expectations, fostering programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Project management, forecasting and the operational principles, practices, materials, cost estimating, current trends, regulations, standards and equipment applicable to construction programs.
2. Construction administration, planning, organization principles and program planning techniques.
3. Safety and environmental regulations, laws and practices governing operational activities and related potential employee, citizen and environmental effects and their mitigation.
4. Budget, personnel, cost control and administrative practices and policies.
5. Information technology and computer capabilities applicable to functional responsibilities, including in-depth understanding of Primavera Project Planner software.

Ability to:

1. Manage, direct and control the activities of subordinate management and supervisory staff efforts to plan, assign, supervise and coordinate the work of professional, administrative and technical subordinates.
2. Direct the application of federal, state, and city laws, codes, standards and specifications applicable to the area of specialization.
3. Direct and review the preparation and audit of complex project management plans and related documentation.
4. Communicate complex administrative and technical matters to non-technical individuals, including policy makers.

5. 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 engineering, business administration, construction management, or a related field; and six years of progressively responsible professional and technical engineering and construction project management experience; or an equivalent combination of training and experience. Experience in a public agency planning and managing large capital projects is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

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

Class created as a result of Nonrepresented Classification & Compensation Study, 2001-2001.

This class is composed from position(s) within the following class(es)

0972 PROGRAM MANAGER IV Adopted: 07-01-92

Revised: 8-25-04 Corrected job title

June 2009 - Change Job Class number from 7660 to 30000689, due to system change.