

**CLASS SPECIFICATION**  
**Capital Project Manager III**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general 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 III is the advanced professional-level class in the series, assigned to provide project direction on very large, complex, high-profile, politically sensitive, high-risk public works projects with significant capital budgets.

**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. Supervises and advises staff involved in assigned projects.
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.
9. City human resources policies and labor contract provisions.

### **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 ten 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.

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**Class History:**

Adopted: 07-01-02

Revised: 01-23-08 updated to include supervisory language

Class created as a result of Nonrepresented Classification & Compensation Study, 2001-2001. This class is composed from position(s) within the following class(es)

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

June 2009 - Change Job Class number from 7657 to 30000687, due to system change.