

City of Portland

CLASS SPECIFICATION
CAPITAL PROJECT MANAGER IV

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Manager or other management-level position. Under general direction, responsible for the overall coordination, implementation, execution, control, and completion of multi-phase capital projects, ensuring code compliance and consistency with City and Bureau/Office strategy, commitments, and goals.

Responsibilities include: supervising the work of staff in the design, implementation, execution, and completion of specific large, complex capital projects; defining project scope and requirements; developing project plans; coordinating staff and contractor resources; managing budget; planning and scheduling timelines; determining, implementing, and managing project changes and interventions to achieve goals; evaluating project and assessing results; overseeing staff activities to ensure achievement of unit goals and objectives.

DISTINGUISHING CHARACTERISTICS

Capital Project Manager IV is the highest of four and the supervisory-level classification in the Capital Project Manager series.

Capital Project Manager IV is distinguished from Capital Project Manager III in that the former is responsible for supervising and reviewing the work of Capital Project Manager positions and managing the budget, contracts, and execution of large-scale projects.

Capital Project Manager IV is distinguished from the Supervisor and Manager series in that the former supervises subordinate employees whose primary responsibilities include the management of small- to large-scale capital projects throughout the City and requires specialized knowledge and/or training.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Recruit, hire, schedule, assign work to, and supervise assigned staff, including volunteers, regular staff, and casual/seasonal employees.
2. Develop job tasks and responsibilities, performance requirements, and personal development targets for assigned staff; provide instruction for performance improvement and development; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Lead, supervise, and provide assistance to assigned organizational unit; foster positive and supportive work environment; promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.

4. Create standard practices, policies, and procedures for day-to-day operations of the assigned organizational unit, program, project, or tasks; establish goals and direction and communicate expectations to staff.
5. Manage capital construction and facility renovation projects including buildings, structures, parks, recreation facilities, and public infrastructure in accordance with professional standards and practices.
6. Develop short and long-range major capital development, renovation, and maintenance project plans; participate in City, Bureau/Office, and capital project budget process; develop project and/or organizational unit budgets.
7. Develop project scope and requirements; consult with project stakeholders including other units and the public; research federal, state, and local laws, codes, and regulations.
8. Prepare and review design and construction cost estimates; inspect project work to ensure specifications are met and project complies with federal, state, and local laws, regulations, and policies; monitor project schedules and budgets; coordinate meetings with key stakeholders.
9. Monitor, track, and manage high risks and consequences associated with the expenditure of significant public resources on complicated and high-profile new construction, renovation, and historic restoration building and facility projects.
10. Manage the procurement of architectural, engineering, and construction contracts for construction, renovation, and historic restoration projects; develop bid solicitations; participate in pre-construction conferences.
11. Oversee contracts with contractors and consultants; negotiate change orders; process progress payments; accept deliverables; monitor and ensure compliance.
12. Participate in City-wide policy initiatives and provide leadership regarding City facility, transportation, and building-development related policy; provide technical and engineering subject matter expertise.
13. Provide professional and technical advice to City Bureaus/Offices including project solutions, alternative methods, and funding sources; interpret and explain the City's design and construction policies, procedures, regulations, standards, specifications, and project-specific reports to staff, Bureau/Office representatives, external professionals, contractors, and the public.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Supervises and manages the design, construction, maintenance, and renovation of city owned facilities and real properties.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction by a Manager or other management-level position.

Directly supervises a minimum of four (4) employees, including Capital Project Manager positions.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

Depending on the assignment, the incumbent may be required to have some or all of the following knowledge, skills, and abilities.

1. Thorough knowledge of principles, processes, systems, and techniques of capital construction project and contract management.

2. Thorough knowledge of principles and practices of leadership, current business communication, public administration, and program evaluation.
3. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
4. Thorough knowledge of laws, statutes, ordinances, codes, and regulations related to public works, building construction, and zoning, and the ability to analyze, interpret, explain, and apply them.
5. Thorough knowledge of public works and facilities planning and maintenance, and project funding, budgeting, and scheduling.
6. Thorough knowledge of principles, processes, systems, and techniques of capital construction project and contract management.
7. Thorough knowledge of principles and practices of budgeting, public procurement, and maintenance of public records.
8. Knowledge of engineering, construction, or maintenance technologies related to assigned projects.
9. Ability to manage multiple complex, concurrent projects.
10. Ability to research and apply current cost estimation techniques.
11. Ability to maintain project records consistent with applicable standards.
12. Ability to communicate effectively, both verbally and in writing; present information, reports and recommendations clearly and timely to both internal and external project stakeholders.
13. Ability to exercise sound, independent judgment and initiative within established guidelines.
14. Ability to establish and maintain effective working relationships with a diverse workforce, Bureau/Office staff, the public, and others encountered in the course of work.
15. Ability to demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
16. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
17. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university in project management, construction management, engineering, landscape architecture, architecture, public administration, public planning, or field related to assigned position;

AND

Experience: Eight (8) years of progressively responsible experience in facility and public infrastructure construction, construction management, architecture, urban planning, or project management, or related field, including two (2) years of experience in a supervisory role.

Special Requirements and/or Qualifications:

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

General contractors' or specialty license related to position may be required for certain positions.

Preferred Qualifications:

Advanced degree or professional certification in LEED, architecture, landscape architecture, engineering, construction management, project management, or field related to assigned position.

Minimum Salary: xxxxx per [pay period, month, annual]
Maximum Salary: yyyyy per [pay period, month, annual]
Bargaining Unit: Non-represented
FLSA Status: Exempt
HISTORY
Revision Dates: