

**CLASS SPECIFICATION**  
**CAPITAL PROJECT MANAGER III**

**PAY GRADE: 58**  
**CLASS CODE: 30003014**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to Capital Project Manager IV, Manager, or other supervisor- or management-level position. Under minimal supervision, responsible for the overall coordination, implementation, execution, control and completion of multi-phase capital construction projects, ensuring code compliance and consistency with City and Bureau/Office strategies, commitments, and goals.

Responsibilities include: leading and developing project plans; defining project scope and requirements; coordinating staff and contractor resources; managing budget; planning and scheduling timelines; providing direction and support to project team; monitoring and reporting on progress and issues, and providing solutions to stakeholders; determining, implementing, and managing project changes and interventions to achieve goals; evaluating project and assessing results.

**DISTINGUISHING CHARACTERISTICS**

Capital Project Manager III is the third of four and the senior-level classification in the Capital Project Manager series.

Capital Project Manager III is distinguished from Capital Project Manager II in that the former is responsible for all elements of large-scale capital construction projects, including leading and developing project plans, defining project scope and requirements, and managing project funding.

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

**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. Manage large-scale capital construction projects including buildings, structures, parks, recreation facilities and public infrastructure, in accordance with professional standards and practices; lead and develop project plans; coordinate staff and contractor resources.
2. Define and develop project scope and requirements; consult with project stakeholders including other organizational units and the public; research federal, state, and local laws, codes, and regulations.

3. 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; manage project schedules and budgets; coordinate meetings with stakeholders.
4. Manage and participate in procurement of construction and design contractors; develop bid solicitations; participate in pre-construction conferences.
5. Oversee contracts with contractors and consultants; negotiate change orders; process progress payments; accept deliverables; monitor and ensure compliance.
6. Provide professional and technical advice to City Bureaus/Offices including project solutions, alternative methods, and funding sources.
7. Assemble project team; assign work to team members; monitor work of project teams.
8. Collaborate with Capital Project Managers, engineers, architects and technicians from other projects and units to complete capital projects of a broader scope and complexity.
9. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.

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. Oversees, plans, coordinates, 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 minimal supervision by a Capital Project Manager IV, Manager, or other supervisor- or management-level position.

This classification may supervise employees and may lead staff on assigned programs, projects, and functions.

### **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. Knowledge of laws, statutes, ordinances, codes, and regulations related to public works, transportation, building construction, and zoning.
2. Knowledge of public works and facilities planning and maintenance, and project funding, budgeting, and scheduling.
3. Knowledge of engineering, construction, or maintenance technologies related to assigned projects.
4. Thorough knowledge of principles, processes, systems, and techniques of capital construction project and contract management.
5. Ability to manage multiple complex and concurrent projects.
6. Ability to research and apply current cost estimation techniques.
7. Ability to maintain project records consistent with applicable standards.
8. Ability to communicate effectively, both verbally and in writing; present information, reports and recommendations clearly and timely to both internal and external project stakeholders.
9. Ability to exercise sound, independent judgment and initiative within established guidelines.
10. 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.
11. Ability to demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.

12. Ability to utilize City-specific technology and general office software.
13. Ability to supervise work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
14. May require the ability to supervise, evaluate, and provide guidance to other staff.

### **MINIMUM QUALIFICATIONS REQUIRED**

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

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

AND

**Experience:** Eight (8) years of progressively responsible experience in construction, construction management, project management, or related field.

### **Special Requirements and/or Qualifications:**

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

### **Preferred Qualifications:**

Bachelor's degree or professional certification in construction management, project management, business administration, or related field.

A valid state driver's license.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: