

Job Description

Job Title: Capital Improvements Project Manager

FLSA Status: Exempt

Job Summary:

The Capital Improvements Project (CIP) Manager is responsible for supporting the Public Works Director with the administration, coordination, and management of capital improvement projects and engineering activities while exercising a substantial degree of independence, integrity, reliability, and trust. Engineering activities include but are not limited to traffic signal design and operations, intelligent transportation systems, roadway design, development review planning, and construction. The CIP Manager leads the planning, budgeting, and processes related to capital project improvements and engineering and provides highly responsible and complex professional support to the Public Works Department and to, the Community Development Department, and the City Manager's office, as necessary. This position requires a high level of problem-solving ability, initiative, and the ability and willingness to work most of the time with limited supervision. Persons in this position use independent judgment and professional discretion to accomplish their work.

The Public Works Department is responsible for engineering services and inspections, street repair and maintenance, construction and contract administration, and parks and recreation operations and maintenance.

Supervision Received: Works under the direct supervision of the Public Works Director.

Supervisory Responsibility: None.

Essential Duties and Responsibilities:

The list below is intended to be illustrative of the responsibilities of the position and is not all-encompassing. The City may change these duties at any time.

- Develop and manage scope and work plans, specifications, and cost estimates for capital projects.
- Manage resource allocations and select appropriate professional engineering consultants and project contractors. If necessary, develop, administer, and monitor capital project and engineering agreements and contracts and subsequent change orders.
- Conduct feasibility and impact studies on proposed capital projects.
- Monitor expenditures for projects, ensuring compliance with budgeting standards.
- Work with user departments to reach a consensus on project elements.

- Develop, manage, and maintain schedules, budgets, and projections of City capital improvement projects and programs. Forecast and manage internal and external resource needs for the delivery of capital projects.
- Manage updates to the City's Transportation Master Plan and coordinate the plan's successful implementation.
- Manage and review Requests For Proposals (RFP), Request For Quotes (RFQ), and Invitation For Bids (IFB) for capital projects.
- Plan, program, and direct all City activities involving civil engineering, traffic engineering, civil construction, street lighting, and traffic signal maintenance.
- Develop plans and priorities for traffic engineering, transportation planning, traffic signal and intelligent transportation systems, development review, roadway, and intersection design, traffic engineering standards, and specifications.
- Provide supervision over various professional engineering work, including reviewing plans and project specifications; develop and update design criteria, construction specifications, and standard drawings for the design and construction of public infrastructure projects.
- Review traffic engineering projects and work zone traffic control plans to ensure they meet City safety and quality standards.
- Prepare plans and specifications for installing, removing, or replacing traffic signs, markings, pedestrian signals, school flashers, and traffic signals.
- Prepare work orders for installing traffic signs and other traffic control devices.
- Development and delivery of Citywide planning and street maintenance documents.
- Manage the collection and analysis of traffic data related to traffic hazards, accidents, volume, flow, speed, direction, circulation, and road capacity.
- Resolve disputes with contractors and in settlement of claims against contractors as necessary.
- Respond to citizen service requests, complaints, and inquiries appropriately and, if unable to resolve or answer the request, refer the inquiring parties to the appropriate individual or entity.
- Seek funding opportunities and assist with corresponding grant writing in partnership with the Management Analyst.
- Answer City Council inquiries concerning engineering and project management-related matters.
- Prepare clear and concise technical reports, understandable by various technical, administrative, and community-based audiences on the different capital projects, including those receiving federal financial aid and state, regional, interagency, and local funds.
- Present technical project issues to the City Council.
- Maintain records and prepare reports concerning operations and programs.

Other Duties and Responsibilities:

- Provide staff support to the Public Works Department and other departments as necessary
- Prepare and present staff reports at regular and special meetings of the City Council.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in project management and public works administration.
- Provide general customer service (phone calls, emails, walk-in customers).



- Assist with asset management programs.
- Prepare reports, analyses, and recommendations as needed.
- Perform other related duties and responsibilities as assigned.

Required Knowledge, Skills, and Abilities:

The requirements listed below are representative of the knowledge, skills, and/or abilities that are required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

- Advanced principles and practices of project management, contract management, civil engineering, and construction.
- Advanced principles and practices of civil and traffic engineering, construction, and contract management.
- Advances knowledge of engineering standards such as AASHTO Design guides, MUTCD, and Model Traffic Code.
- Strong knowledge of traffic analysis, origin/destination studies, traffic signal warrants, design, intersection analysis, and level of service calculations.
- Strong knowledge of principles, practices, and traffic planning and engineering theory, including traffic calming and safety.
- Strong knowledge of the methods, materials, and equipment common to engineering operations.
- Methods and techniques of field inspection, surveying, drafting, and design.
- Principles and practices of local budget preparation and administration.
- Principles and practices for project management and project controls.
- Oversee and participate in managing a comprehensive project and construction management program.
- Experience with managing grant-funded projects, including those that have Federal oversight.
- Develop and review Capital Improvement Projects plans and specifications.
- Develop project budgets and schedules utilizing best business practices and common software tools.
- Inspect the project for completeness and proper work methods.
- Ability to plan and organize research studies, prepare and analyze technical reports, and formulate recommendations.
- Prepare clear and concise technical project reports.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely both orally and in writing.
- Must efficiently organize workload according to priorities based on limited time and resources.
- Must have strong mathematical skills to perform calculations and estimations.
- Must be able to interpret construction drawings and utilize computer analysis techniques.



- Must have strong computer skills with a thorough knowledge of Microsoft Office Applications and Project Management Software.
- Must have the ability to apply conflict resolution and problem-solving skills.
- Must have the ability to assist others in understanding and meeting established standards.
- Must be able to use independent judgment and discretion to make decisions in the City's best interest.
- Knowledge of GIS and other mapping software.
- Must be able to deal with concerned citizens, developers, and contractors professionally.
- Construction safety experience and adherence to construction safety standards.

Education and Experience:

At a minimum, to perform this job successfully, an individual will typically exhibit some combination of the following education and experience.

- Bachelor's degree from an accredited college or university with major coursework in construction management, project management, civil engineering, or a closely related field.
- Five (5) years of progressive engineering experience.
- Four (4) years of increasingly responsible construction management or on-site inspection work experience.
- Experience working for a municipality is highly desired.
- An equivalent combination of education, training, and work experience that produces the knowledge, skill, and ability to perform the essential duties and responsibilities of the position may be considered.

Licenses and Certifications:

- Must be registered as a Professional Engineer (PE) in Colorado.
- Possession of a valid Colorado driver's license and maintaining a satisfactory driving record.

Work Environment and General Information:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside conditions. The employee may be exposed to wet and humid conditions, hot and/or cold conditions, or airborne particles. The employee occasionally works near moving mechanical parts or in high, precarious places. The employee is occasionally exposed to fumes, odors, dust, mists, smoke gasses, poor ventilation, airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat. The noise level in this environment is moderate, with occasional high levels and vibrations. The employee will occasionally encounter hazards such as mechanical, electrical, burns, or radiant energy.



The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received by:

Employee Name

Employee Signature / Date