



JOB POSTING # 20-030

CAPITAL IMPROVEMENTS MANAGER

Salary Range: \$47,702 - \$ 67,940 DOQ

Job Summary/Scope

Manages the City's Capital Improvement Plan from project design to implementation. The primary function is to initiate, expedite, facilitate, monitor and assist with budget development of capital improvement projects. The work includes acting as the single point of contact for projects throughout the planning, budgeting, design, review, construction and inspection process; monitoring project costs ensuring projects meet budget constraints; updating and ensuring the project stays on schedule and briefed regularly within the city; ensuring the project and the city's contractor complete the scope of the project within specification.

Essential Duties and Responsibilities

1. Implementation and oversight of the City's Capital Improvement Program (CIP)
2. Coordinates the CIP with City's budget process.
3. Develops and/or assists in creating RFPs and RFQ's for CIP
4. Liaison with the Planning department (and planning and zoning commission), City Commission, and City Manager regarding the CIP.
5. Assist with the management and prioritization of the City's infrastructure.
6. Provides technical presentations in public venues including but not limited to Commission meetings, Planning and Zoning meetings and Town Hall Meetings.
7. Develops and manages project budgets and schedules.
8. Assists with the Street Maintenance & Improvement Program (SMIP) and contract administration.
9. Attends project and administrative meetings, including conferences.
10. Oversees the city's grant management and administration program as relating to capital improvement projects, which includes grant opportunities, applications, and communicating with grant authorities (including the City Commission).

Other Duties and Responsibilities:

Performs all other related duties as assigned.

Required (Essential) Knowledge, Skills and Abilities:

Knowledge of general management principles; legal, administrative, and procedural regulations as applicable; office practices to include letter writing, documentation and recordkeeping; proper safety practices, accident prevention techniques and occupational hazards.

Ability to apply the practices and principles necessary in the area of project management, civil engineering, park operations, grant writing, municipal public works and planning; understand city and state laws and ordinances; prepare, maintain and submit required regulatory records and prepare technical reports; analyze needs and costs; communicate clearly and concisely, orally and in writing with attention to detail in documentation and presentation; establish and maintain effective working relationships and to communicate with city employees, commission and boards, state and local government agencies and the general public; review and analyze engineering/architectural plans, designs and specifications for construction of public facilities, formulate comprehensive operational policies and procedures.

Minimum Qualifications

Bachelor's degree in engineering, construction management, or related field; Four (4) years of related experience in project management.

Preference: Experience in grant writing and grant application. **Acceptable Equivalency:** Any combination of training and experience that provides the knowledge, skills and abilities required.

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of King'sville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) Valid driver's license 2) satisfactory driving record and 3) proof of eligibility to legally work in the U.S. The successful candidate must pass a pre-employment drug screen and background investigation. Applications available www.cityofkingsville.com or send resume and cover letter to hadmin@cityofkingsville.com For additional information contact Human Resources at 361-595-8017 EOE