CITY OF REDLANDS

CAPITAL PROJECTS MANAGER

DEFINITION

Under direction, to plan, develop, supervise and implement complex water, reclaimed water and other projects and programs from inception to completion in a lead capacity for the Municipal Utilities Department; and to provide coordination and oversight of capital budgets, grant and loan programs, and associated reporting processes.

SUPERVISION EXERCISED

Exercises technical and functional supervision over professional and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Act as project manager for water, wastewater, solid waste and other projects; collect and analyze data related to utility projects.

Prepare and review project reports, budgets, plans, specifications and other documents; advise and provide recommendations to department.

Develop Capital Improvement Program and associated reports and documents for the Municipal Utilities Department.

Monitor approved budget expenditures.

Coordinate capital project activities with other City departments, outside agencies, and public utilities; represent Municipal Utilities Department at meetings and hearings as necessary.

Prepare staff reports for presentation to the City Council, City Commissions and/or Committees; prepare correspondence, memoranda and electronic data as required.

Prepare requests for proposals for work by outside consultants and contractors; participate in the selection of consultants and contractors for capital projects; coordinate and review the work of outside consultants and contractors.

Administer State and Federal grants and loans; prepare applications, reports, agreements and other documents;

Participate in budget preparation and administration; prepare allocations for capital improvement projects.
EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (cont.)

Perform contract administration for utilities projects; develop and administer lease and purchase agreements, coordinate required insurance certificates and bonds.

Coordinate acquisition, disposal and reporting matters for real property; prepare reports concerning property related issues; maintain inventory of City owned property for Municipal Utilities assets and facilities.

May supervise and train professional and technical staff.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of capital project planning, design, financing and construction;

Methods for budgeting and fiscal management of capital projects and programs, including grant and loan administration; principles and practices of contract negotiation and implementation;

Procedures for bidding and award of contracts; requirements for internal and/or external review and coordination of capital projects and programs.

Local, State and Federal ordinances, codes and regulations regarding capital projects.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.
Ability to:

Identify and assess issues related to assigned projects with minimal supervision.

Prepare and present reports concerning complex issues related to capital projects.

Develop and administer documents, plans, cost estimates and schedules for assigned projects.

Supervise and train staff.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible experience in planning and implementing capital projects for water, wastewater, or other public infrastructure, including three years of supervisory experience.

Experience in managing capital projects with multiple funding sources is highly desirable.

Training:

A Bachelor’s degree, or equivalent college units, with major course work in water resources management, civil engineering, environmental sciences or a closely related field.

License or Certificate:

Possession of a valid California Driver’s license.
Special Requirements:

Ability to work in a standard office environment; ability to travel to different sites and locations

Effective Date: September, 2005