



JOB DESCRIPTION
CIP Project Manager

Job Class: 9

Department: Public Works

FLSA Status: Non-Exempt

Date Approved: 12/2019

Supervised by: Public Works Director

JOB DEFINITION

The CIP Project Manager is a professional position that reports to the Public Works Director. This employee manages and supervises all aspects of city's five-year capital improvement program which includes all types of projects in various stages including facilities, parks, streets, utilities, bridges, etc. This position works very closely with the City Engineer. The CIP Project Manager is responsible for coordinating and managing contracts and vendors as part of their daily work.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Public Works Director
- Coordinates work with other City departments frequently
- Coordinates with consultants, vendors and contractors on behalf of the City

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Responsible for the management of capital improvement projects. CIP projects includes all types of construction such as facilities, parks, streets, bridges, utilities, etc. Manage projects from conceptual stage through design and construction to project close-out. May assist in the development and review of RFPs/RFQs including evaluating responses, interviewing, and selection. Interacts extensively with outside professionals, including contractors, consultants, governmental agencies and the public. The CIP Project Manager works closely with the City Engineer.	50
2	Participates in the development of the annual Five-Year Capital Improvement Program including project budgets, timelines, project descriptions, eligible outside funding sources, scopes of work, etc. Monitors projects for performance within budget including cost control activities and tracking project revenues and expenditures to assure sound fiscal control. Responsible for reviewing pay applications and will make recommendations for payment based on work performed in conformance with approved contracts. Responsible for tracking and reporting for all CIP projects with outside funding sources, particularly grant funding. Identifies funding sources available for various CIP projects. Writes grant applications and completes other documentation to compete for and receive outside funding for projects.	20

Importance	Tasks	% of Time
3	Responsible for ensuring easements, both temporary and permanent are acquired for all CIP projects. Tracks and monitors utility relocations on CIP projects. Participates in all pre-construction and construction meetings for CIP projects. Represents the City at various local, regional and state organizations related to CIP projects.	20
4	Assists citizens by phone or in person answering a wide variety of inquiries regarding CIP projects. Oversees all public involvement processes for any CIP project. Frequently meets with contractors, consultants and the public at various stages of the project.	10

IMPORTANT JOB FUNCTIONS

- Assist with plan review and technical comments for compliance with the City's adopted infrastructure standards for development projects.
- Monitors national and state-wide development in public works, engineering, planning, economic and community development matters; evaluates their impact on City programs and operations.
- Represents the department at various board and committee meetings and provides liaison with other departments and citizens groups.
- Makes public presentations as needed to the City Council, staff, citizen groups, students and others.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Identifies and makes recommendations regarding enhancements to department procedures, codes and guidelines and the development review process. Researches proposed amendments to the City Code, Unified Development Ordinance and other codes, policies and guidelines and makes recommendations to staff and review bodies.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university in construction, civil engineering, or a related engineering field of study.
- Four to six years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- Professional Engineer registration in the state of Kansas is preferred.
- Valid Kansas Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Theory, principals, practices and techniques of project management, construction, engineering, public works, utilities, and related local government matters.
- All applicable state, federal and local ordinances, laws, rules and regulations.
- Principles and practices of public administration, including budgeting, purchasing, and the maintenance of public records.
- Principles of municipal organization and function of an elected City Council and appointed boards and commissions
- The City's personnel rules and policies, principles and practices of management and supervision.
- Methods and practices of assembling, analyzing, and presenting statistical data.
- All computer applications and hardware related to performance of the essential functions of the job.
- Department organization, standard operating guidelines and policies, rules, and regulations.
- Safety procedures for all aspects of job.

Skills in:

- Communicate clearly and concisely, both orally and in writing with the general public, co-workers and consultants, to give and receive information in a courteous, honest and straight-forward manner. Must be able to adapt communication style and format to the audience.
- Translate complex concepts into more simplistic terms for presentation to larger audiences.
- Excellent attention to detail.
- Working independently
- Planning, organizing, assigning, directing, reviewing and evaluating the work of consultants.
- Simultaneous management of multiple projects in various stages.
- Excels at establishing and communicating priorities and timelines.
- Remaining calm in stressful situations and able to direct others during incidents, while adhering to established safety procedures.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Review and interpretation of construction/engineering plans.

Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports.
- Be a self-starter, working independently.
- Interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Organize and maintain data accurately and completely with attention to details.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Able to present information in both formal and informal public settings.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in carrying out action plans.
- Set priorities and adapt priorities to changing circumstances.

- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.
- Establish and maintain effective working relationships with all encountered during the course of work.

WORKING CONDITIONS:

Work is split between a normal office environment with little exposure to outdoor temperatures or dirt and dust, and onsite project meetings, with exposure to outdoor temperatures, dirt and dust. The incumbent's working conditions are typically moderately quiet in the office environment with exposure to loud noise associated with construction activities when visiting project sites. The employee is occasionally required to carry, lift, move or push up to 25 pounds. This job may require occasional bending, squatting and twisting. This job includes frequent use of manual dexterity and visualization of a computer screen throughout the day. The position will be expected to visit to construction sites.

This job requires attendance at evening meetings which include regular and special meetings of the City Council, delegated advisory boards, committees, and community groups. Attendance at overnight seminars and conferences may also be required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

_____	_____	_____
Employee	Signature	Date
_____	_____	_____
City Administrator	Signature	Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.