

# CITY OF ORTING

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## JOB DESCRIPTION

Job Title: Capital Projects Manager

Department: Public Works

Reports To: Public Works Director

## SUMMARY DESCRIPTION

This is a full-time, FLSA exempt position. The Capital Projects Manager is typically expected to be present at Orting's Public Work's Shop between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. The incumbent will be required to attend meetings after normal work hours including occasional City Council meetings; the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Under the general direction of the Public Works Director the Capital Projects Manager is responsible for coordinating public works capital projects related to City owned facilities, parks transportation and utilities. Position will act as the City's liaison with funding and grant agencies, architects, engineers and contractors. Responsibilities will include developing CIP's and TIP's, developing project scope of work, finding and applying for funding, design, budget, oversight, bidding, coordination, contract development, compliance and serve as the City's primary project manager.

## REPRESENTATIVE DUTIES

Duties may include, but are not limited to the following:

1. Prepare and update the City's Capital Improvement Plans and Transportation Improvement Plan under the direction of the Public Works Director and City Staff.
2. Prepare local, state and federal grant applications as required including coordinating the development of technical exhibits and assembling appropriate information from other departments.
3. Build, foster and maintain relationships with external funding partners, to internal staff, City Council and administration including preparing periodic reports on grant activity.
4. Participate in regional transportation planning bodies and provide a strong voice for the City of Orting.
5. Work with public transportation granting agencies to create and execute grant agreements and process grant reimbursements.
6. Coordinate design deliverable review between consultants, subject matter experts and city staff.
7. Manage consultant and contractor schedules to meet deadlines.
8. Assist the city in implementation of ADA transition plan while optimizing all projects to capitalize multiple improvements over time.
9. Work with construction inspectors to verify workmanship and materials meet contract specifications. Responsible for supporting budget creation and control of all assigned projects.

10. Oversee designers, contractors, sub-contractors and developers through all phases of design and construction to ensure compliance with all City standards, municipal code requirements and WSDOT specifications.
11. Coordinates construction contract bid and selection process; develops RFP/RFQ's and scope-of-work with the Public Works Director.
12. Administers and maintains all aspects of contracts including: content and format, bidding and selection process, compliance with federal, state and local regulations, and all other required paperwork relating to the project. Review consultant invoices for accuracy and contract compliance in accordance with PMP standards.
13. Represent the City's needs and requirements to developers, contractors, and engineers; review plans and specifications for constructability and gain familiarity with construction and maintenance projects.
14. Confer with property owners regarding easements, project schedule, hazards and inconvenience; schedule service interruptions with the least interference and least inconvenience to property owners including Right-of-Way and temporary construction easements.
15. Review and verify land use conditions are met on assigned projects.
16. Coordinate work and interact with other City staff, departments, utilities and outside agencies.
17. Respond to various requests from developers, contractors, engineers, team members and the public.
18. Ensure all ADA regulations and guidelines are met and enforced.
19. Participate in the implementation of the City's NPDES Phase II permit.
20. Other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Grant and funding application process
- Construction and project management principles, practices and terminology.
- Applicable laws, regulations, codes, ordinances and policies governing public works construction.
- Basic civil engineering principles and practices.
- RFP/RFQ process, scope development and project execution.
- Office productivity software.

### **Ability to:**

- Enforce necessary regulations with firmness and tact.
- Read and interpret engineering, and landscape plans and specifications.
- Interpret contract specifications.
- Utilize standard office equipment including computers and applicable software applications.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing with residents, staff and elected officials.
- Work independently with minimum supervision.

- Establish and maintain effective professional and courteous working relationships with those contacted in the course of work.
- Technical writing skills.

## **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

### **Education/Training:**

- Equivalent to the completion of the twelfth grade supplemented by specialized and technical training in the civil construction trades or project management field. *(required)*
- Bachelor's degree or higher in Planning, Construction or Project Management or Engineering. *(preferred)*

### **Experience:**

- Four years of responsible experience involving the construction and maintenance of public works facilities. Including any combination of water, wastewater, stormwater, parks, transportation networks or other closely related work.
- One year grant research and writing.

### **License or Certification:**

- Valid Washington State Driver's License *(required)*
- Project Management Professional (PMP) certificate or Certified Construction Manager certificate *(required – or eligible to obtain within 18 months of hire)*

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Indoor and outdoor environments; travel from site to site; exposure to inclement weather conditions; work around heavy construction equipment; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work or inspect in water, underground, and/or confined spaces.

**Physical:** Sufficient physical ability to walk, stand, bend, stoop, or climb for prolonged periods of time; work with and around equipment and machinery; lift or carry up to 15 pounds; operate motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Reasonable Accommodations:** Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*