



## Project Manager - Capital Improvements

Reports to: Assistant Director – Placemaking & Infrastructure  
Effective Date: September 2020

Pay Grade: 11  
FLSA Designation: Exempt

### **General Position Description**

The Project Manager manages capital project construction (streetscape, sidewalks, bike facilities, pathways, plazas, etc.) and other public works and public-private development projects from initial concept to completed projects in five redevelopment districts. Capital projects may involve or include the construction or adaptation of new or existing parking facilities in combination with development projects.

The position interacts with developers on design strategies to enhance and/or improve capital projects. The position regularly reviews CCDC's master redevelopment plans and annual capital plans and updates plans periodically; collaborates on site design for proposed developments, conducts specialized studies and assessments for downtown infrastructure improvements; and conducts development reviews as part of entitlements as needed. The position requires a background in capital project construction management, urban planning and design, and contract management. The Project Manager must have proven skills in intergovernmental coordination to work effectively with varied public agencies, downtown businesses, citizens and neighborhood groups. The position works independently on projects with general guidance from the Development Director. The principal duties of this position are performed in a general office setting including field inspection of active construction projects and in a strong team work environment.

**Essential Functions/Major Responsibilities:** (This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.)

- Plans, organizes and coordinates the scoping, concept, design, schedule and budget for a variety of mid-to-large sized (millions) capital construction projects with emphasis on public sidewalks, streetscape, public facilities, and bike, path, and public plaza construction. Monitors and manages construction budgets, change orders, including cost and quality control. Monitors and manages project contract compliance and overall project status with general goals of managing projects to be delivered as designed and on-time, on-budget while working effectively with neighborhood affected.
- Serves as project manager/CCDC expert for capital construction projects. Establishes design goals and strategies in line with CCDC's master and annual capital plans and project milestones, prepares management and status reports, and manages contract performance for duration of the project.
- Prepares and updates CCDC's master capital plans for review. Identifies necessary changes in scope, prepares staff reports, and maintains accurate records of all changes.
- Reads, utilizes and prepares a wide variety of maps involving past, current, and future capital projects for planning, project management, and public communications purposes.
- Manages issues related to construction to include: right of way, property ownership/title, land survey, construction drawings, utilities, environmental reviews, federal funding, and intergovernmental approvals.

- Researches and conducts studies for downtown infrastructure improvements and conducts development reviews as needed.
- Coordinates all capital construction plans and activities with involved parties (such as the City of Boise and the Ada County Highway District).
- Establishes, promotes and maintains cooperative and effective working relationships with interagency governing boards and staff, interest groups, property owners, contractors, and the public.
- Oversees plans, contracts and installations for public art projects.
- Works with contractors and others to resolve project conflicts and issues.
- Assesses and advises on development projects to advance CCDC's redevelopment goals. Reviews current needs and makes recommendations to management concerning capital improvements.
- Researches development issues as needed.

### **Secondary Functions**

- Performs/assists with special projects as requested.
- Performs other duties as assigned.

### **Classification Requirements**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Urban renewal
- Theory, principles and practices of intermediate construction management and project management, such as planning, scheduling, and budget/cost management;
- Principles and techniques of capital construction, including goals and objectives of development, work planning and organization;
- Urban planning and design concepts;
- Urban architectural design best practices
- Construction cost estimating and control;
- Develop multi-year capital improvement plans in a political and public arena;
- Review, implement, and keep current existing urban renewal plans;
- Research methods.

#### **Ability and Skill in:**

- Reading and interpreting engineering plans, specifications, bid documents and contracts.
- Preparing and estimating construction costs.
- Coordinating complex construction projects.
- Explaining technical information in an easily understandable way to include public presentations using presentation software.
- Preparing, interpreting, and utilizing of a wide variety of maps in planning/managing capital projects
- Evaluating alternatives and recommending or adopting effective courses of action.
- Interacting effectively, engaging in problem solving, and partnering with public and community groups, contractors, business owners and the general public.
- Working independently with general guidance from supervisor.
- Making decisions and exercising good judgment; demonstrating political astuteness.
- Organizing and successfully completing multiple simultaneous projects in the public arena.
- Applying logical and team-based problem solving techniques that build collaboration and ensure maximum use of resources.

- Communicating effectively in the English language at a level necessary for efficient job performance.
- Interacting with governmental representatives and the general public in a professional, courteous, and customer-service oriented manner.
- Writing and processing legible documents appropriately and keeping organized records;
- Preparing detailed, complete and timely reports and related documentation;
- Managing a variety of competing tasks and priorities and meeting deadlines.
- Taking initiative, overcoming obstacles and maintaining momentum on assignments.
- Performing effectively in a complex political environment.
- Anticipating questions, issues and concerns and acting as an effective troubleshooter.
- Remaining poised in dealing with people in difficult situations; exercising tact and diplomacy.
- Operating a personal computer with word processing, spreadsheets, presentations, graphics and publication layout.
- Maintaining confidentiality of all matters.

**Acceptable Experience and Training:**

- Bachelor's Degree in Urban Planning, Construction Management, Architecture or a related field; and
- Four (4) years of responsible experience in intermediate capital improvement project management or related area, including planning, scheduling and fiscal coordination of multi-phase projects; and
- Two (2) years' experience working in a public governmental environment preparing or working with master plans, design and development issues and/or performing development project assessments;
- Experience working on construction projects in a downtown environment is desirable, or
- Any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The primary work environment for this position is office, however field work involving construction sites is involved in project management and the ability to negotiate/inspect an active construction site environment is essential. While performing the duties of this classification, the employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, reach with hands and arms, or manipulate tools used in performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus; research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.