



## Project Manager - Capital Improvements

**Reports to:** Development Director

**Effective Date:** February 2022

**FLSA Designation:** Exempt

**Pay Grade:** 12

### General Position Description

The **Project Manager** manages capital project construction (streetscape, sidewalks, bike facilities, pathways, plazas, public art integration, etc.) and other public works projects from initial concept to completed projects in multiple urban renewal 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 public agencies, developers, and adjacent property owners and businesses on design strategies to enhance and/or improve capital projects. The position regularly reviews CCDC's master redevelopment plans and annual capital plans and recommends updates to plans periodically; collaborates on site design for proposed developments, conducts specialized studies and assessments for downtown infrastructure improvements; and evaluates development plans 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, 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 teamwork 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.)

The following essential duties may be performed with or without a reasonable accommodation.

- Plans, organizes, and coordinates the scoping, concept, design, schedule and budget for a variety of small-to-large sized (millions) capital construction projects with emphasis on public sidewalks, streetscape, public utilities, multi-use pathways, public parking facilities, parks and pathways, public art and public plaza construction
- Prepares RFPs for professional services contracts and RFQs for construction manager/general contractor, contracts as needed. Participates in the evaluation, interview, and selection process
- Monitors and manages construction schedules, budgets, and quality control, including public agency coordination

- Responsible for assembling a stakeholder group, managing their expectations, guiding a consensus driven public process, and ensuring stakeholders are informed of project activities particularly throughout construction
- Provides Communications Manager with accurate and timely project information and collaborates on content for website, social media, and other external communications.
- 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 neighbors affected by construction activities
- 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, secures project approval from authorities having jurisdiction, prepares management and status reports, and manages consultant contract performance for duration of the project
- Prepares and delivers project presentations for review and approval to general public, partner agencies and internal Board of Commissioners
- Provides input to Agency's Five-Year Capital Improvement Plan. 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 including 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, area stakeholders and the Ada County Highway District).
- Responsible for negotiating, obtaining approval of, and administering interagency agreements and related financial reimbursements, as needed
- 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, in coordination with City of Boise Department of Arts and History
- 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
- Research development issues as needed

**Secondary Functions:**

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

**Essential Knowledge, Skills, and Abilities:**

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 capital projects project management, such as planning, assembling, and leading a team, scheduling, and budget/cost management
- Theory, principles and practices of public works construction and the various project delivery

methods authorized by the state of Idaho

- Public procurement processes and contracting methods
- Principles and techniques of capital construction, including goals and objectives of development, work planning and organization
- Urban planning and design, transportation design, ADA and land use regulations
- Urban architectural design best practices
- Construction cost estimating and control
- Research methodologies
- Development of multi-year capital improvement plans in a political and public arena
- Understanding of local, state, and federal design regulations, partner agency approval processes
- Contract development and management

**Skill and Ability in:**

- Reading and interpreting design drawings and construction documents, specifications, bid documents and contracts
- Preparing RFP/Q in accordance with Idaho Code
- Negotiating project scope and fee proposals, including cost control measures
- Resolving contract changes and issues professionally, with the intent to keep the relationship intact
- Creating clear and effective written documentation of project changes
- Preparing and estimating construction costs
- Coordinating complex construction projects
- Public speaking and making presentations.
- Explaining technical information in an easily understandable way to include public presentations
- 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, property and 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
- Willingness to challenge the status quo

**Attributes:**

- Honest, ethical, and trustworthy; adheres to letter and spirit of ethical standards and regulatory requirements in performance of work
- Maintains level of confidentiality that is appropriate to nature of the work
- Ability to work effectively with varied personality types and work management styles
- Self-motivated, excellent organizational skills; able to prioritize assignments.
- Productive; able to handle a high workload
- Demonstrates consistent perseverance and follow-through on assignments
- Ability to be a team member; eager to help others
- Results oriented
- Professional with positive attitude
- Interested in learning and expanding capabilities

**Acceptable Experience and Training:**

- Bachelor's Degree in Urban Planning, Construction Management, Architecture, Engineering, or a related field; and
- Four (4) years of responsible experience in 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 densely populated, active urban 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

**Job Conditions:**

Normal business hours but may require extra hours to meet deadlines. Position will require extensive personal computer use and sitting for long periods.

**Physical Demands & Work Environment:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to present and discern verbal instructions, review, and prepare program reports and materials, and to communicate effectively on the telephone and in person
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend and review written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive motions and to operate a personal computer and standard office equipment
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, visit and inspect facilities, occasionally lifting or moving objects that may weigh up to 20 pounds
- Occasionally related job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, and grasping

**Work Environment:**

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. The position has the potential for

occasional visits to URDs at various times of year.

**When duties and responsibilities change and develop, the job description will be reviewed and subject to changes of business necessity.**

I have read and fully understand the responsibilities of the position for which I have been employed by CCDC. I understand that it is my responsibility to ask my manager any questions I may have, at any time, about my duties above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_