



Job Announcement

Project Manager – Capital Improvements Full-Time, Regular Position

Pay Grade Range: \$75,662 - \$106,004

Hiring Range: \$76,000 - \$91,000 DOE

Competitive Benefit Package

Review of Applications Begins March 24, 2023

Who We Are: At Capital City Development Corporation (CCDC), our mission is to ignite diverse economic growth, build resilient urban centers, and promote healthy community design. The Agency does so by operating six urban renewal districts and the ParkBOI public parking system. CCDC is a transparent, highly visible, public organization governed by an appointed Board of Commissioners.

CCDC emphasizes place making through development of public spaces and energized environments where a blend of cultures and concentrated mix of uses create a valued sense of place. We improve public infrastructure to attract new investment and encourage the best use of property. We invest in facilities that expand mobility choices to enable universally accessible urban districts. Many of our projects catalyze emerging revitalization by providing public amenities that celebrate local arts and culture.

Who you are:

- **Passionate** about shaping Boise's built environment.
- **Strong Communicator** with superior presentation skills backed by expertise in cities.
- **Collaborative** mentality inclined to engage with all types of thinkers and personalities.
- **Detail Oriented**, conscientious, and adept at problem-solving.
- **Organized** is in your DNA. You are mission-oriented and follow through on commitments.
- **Engaged** in the Boise community, professional associations, and energized by networking and education opportunities.
- **Self-motivated** often pushing harder than those around you with a drive for excellence.

This Opportunity: CCDC is seeking a qualified professional passionate about shaping Boise's growth and quality of life. Someone interested in managing capital projects that improve the city's built environment, specifically within its public realm. We are looking for someone ready to bring their previous experience and a desire to develop new skills to our team. This is an opportunity to join us in building 180 million dollars of public infrastructure in the next five years, and much more beyond.

This position is an opportunity to lead collaborative projects with public and private partners that build great public spaces. This position independently carries out a wide variety of job duties that extend from project initiation to construction completion. We have a team of people with

diverse strengths that thrive on supporting one another.

Most projects are public works construction such as streets, utilities, bicycle facilities, pathways, plazas and parks that often include public art. Expect to work in a multitude of contexts including downtown districts, industrial areas, and emerging transit-oriented commercial corridors.

This position offers meaningful engagement with the community. The project manager collaborates with multiple public agencies, developers, adjacent property owners, businesses, and the public to enhance and/or improve project outcomes. It is an opportunity to participate in community conversations and initiatives that shape Boise's quality of life.

Expect variety in daily work and new challenges with each project. Professional growth opportunities are diverse covering subjects like urban design, public engagement, intergovernmental coordination, public works construction, and contract negotiation and management.

The position works independently on projects with general guidance from the Development Director. The main duties are performed in a general office setting with some local travel for site visits and construction field inspections.

Essential Functions/Major Responsibilities:

- Plan, organize, and coordinate all stages of capital improvement projects: pre-development, concept design, technical design, bidding, and construction. Project budgets range from 500,000 to 15 million dollars and the scope includes public streets, streetscapes, utilities, pathways, parks, public art, and plazas.
- Function as an Owner Representative simultaneously overseeing multiple projects by managing project scope, schedule, budget, and quality of work through a consensus driven public process.
- Responsible for procuring professional services, construction services, competitive bids, general contractors, and other vendors with support from the Agency's contracts team. Prepare Request for Qualifications/Proposals and coordinate selection processes. Negotiate and obtain Board approval of contracts necessary to accomplish the work.
- Monitor and manage project contract compliance and overall project status to deliver projects as designed, on time, and on budget, while working effectively with neighbors affected by construction activities.
- Responsible for assembling stakeholder groups, guiding consensus driven public processes, and informing stakeholders of project activities particularly throughout construction.
- Employ thought leadership through writing. Explain a project's vision, objectives and benefits while reinforcing the Agency's purpose and identity. Provide Communications Manager with accurate and timely project information for use on websites, social media, and other external communications.
- Serves as Agency subject matter expert in capital project construction by monitoring, tracking, and researching industry trends, cost information, and innovative technologies.
- Annually, provide input to Agency's Five-Year Capital Improvement Plan (CIP). Develop preliminary programs for new projects that establish project scope, goals, and strategies in line with City and CCDC plans. Prepare staff reports and maintain accurate records of changes to programmed projects.
- Secure project approvals from the CCDC Board of Commissioners and other partner agencies, including producing reports, delivering public presentations, and managing consultant performance throughout the approvals process.
- Read, utilize, and prepare maps, diagrams, graphics, and presentations for visual communication of project planning, management, and public communications.
- Manage issues related to construction including right of way, property ownership/title, land

survey, construction drawings, utilities, environmental reviews, federal funding, and intergovernmental approvals.

- Negotiate and execute public easements, cost share agreements, licenses or other agreements necessary to accomplish the work as designed.

Knowledge of:

- Urban renewal
- Urban planning and design, transportation design, ADA, and land use regulations
- Urban architectural design best practices
- 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
- 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

Education and Experience:

- Bachelor's degree in Landscape Architecture, 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; and,
- Experience working on construction projects in active urban environments 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

CCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

An offer of employment may be subject to background and reference checks.

Interested individuals should submit a cover letter and resume to Capital City Development Corporation at 121 N. 9th. St., Suite 501, Boise, ID 83702 or submit electronically to info@ccdcb Boise.com. More information about CCDC and this position can be found at <https://ccdcb Boise.com/the-agency/careers/>