

**CLASS SPECIFICATION**  
**Capital Project Manager I**

FLSA Status: Exempt  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under general supervision, organizes, oversees and coordinates multi-disciplinary, multi-phase public works projects from conceptual initiation through completed construction; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Capital Project Manager classification series contains three levels. The classes are distinguished from each other by the type, size and number of public works projects assigned to positions in the classification.

The Capital Project Manager I is the professional entry-level class in the series, assigned to serve as an assistant project manager on large, complex public works projects, or solely manages limited-scope and duration projects with lower-range capital budgets.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. For assigned projects, plans and manages all aspects of project design, development and implementation including technical research/analysis, funding and cost analyses, scheduling, public involvement, project budgeting, project performance and results.
2. Coordinates and integrates multi-phase design, development and construction projects with various regional, state or federal jurisdictions, as well as with special-interest groups, neighborhood associations, other stakeholders and the public.
3. Prepares requests for proposals for outside services; manages the consultant selection process; negotiates contracts; plans, schedules and directs the work of consultant teams in preliminary engineering, engineering design and construction services; reviews engineering reports and specifications; coordinates work with the City's construction inspector, project engineer and the contractor during construction.
4. Prepares and makes presentations before citizen groups, various commissions and the City Council.
5. Develops reports, memoranda, letters and other documents regarding project issues for both internal City and external distribution; works with engineers, architects and construction contractors regarding normal and unusual project problems and phases; ensures the maintenance of detailed records of project activities, findings, progress and results.

6. Ensures assigned project compliance with federal, state and local laws, regulations and policies.
7. Monitors and approves payments to project consultant subcontractors.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Public works project management principles, processes, systems and techniques.
2. Public works project funding and budgeting, objective development and work planning/scheduling.
3. Practices of civil engineering, infrastructure design and construction.
4. Federal, state and local laws, codes and regulations regarding public works construction.
5. Trends, approaches and problem-solving techniques used in construction, engineering, inspection and compliance processes.
6. Modern methods of construction and structural design concepts.
7. Techniques, equipment and materials used in public works construction.
8. Information technology and computer capabilities applicable to functional responsibilities.
9. Methods and techniques of community involvement, decision-making processes and group processes.
10. Principles and practices of team leadership.

### **Ability to:**

1. Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.
2. Prepare, administer and monitor a project budget and anticipate future budgetary needs.
3. Develop persuasive oral presentations of ideas and recommendations.
4. Interpret and apply complex rules, regulations, laws and ordinances.
5. Provided assistance and leadership on all aspects of assigned projects.
6. Analyze technical design engineering, construction engineering and surveying problems.
7. Evaluate alternative project approaches and adopt effective solutions.
8. Prepare accurate and detailed written material, including staff and administrative reports.
9. Analyze policies, proposed code amendments and changes to established programs and policies.
10. Exercise sound, independent judgment and initiative within established guidelines.
11. Establish and maintain effective working relationships with a diverse workforce and community.

12. Create and manage citizen involvement plans for community groups to solve complex problems and reach consensus.
13. Develop tools and methods for gathering public opinion and analyze results.
14. Interact effectively to problem-solve and partner with citizens, community groups, internal and outside agencies and contractors.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in construction management, law, public administration, or a related field; and two years of professional/technical experience with public works projects; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

- Adopted: 07-01-01 New class Capital Project Manager I (6141) created as a result of COPPEA Classification and Compensation Study.
- Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
- June 2009 - Change Job Class number from 6141 to 30000399, due to system change.
- July 2017 – Updated union name from COPPEA to PTE