

**CLASS SPECIFICATION**  
**CAPITAL PROJECT MANAGER II**

**PAY SCALE: SCL01470**

**CLASS CODE: 30003013**

**EFFECTIVE: October 12, 2021**

**Union Representation: Professional & Technical Employees Local 17 (PROTEC17)**

**CLASSIFICATION SUMMARY**

Reports to a Capital Project Manager IV, Manager, or other supervisor- or management-level position. Under general supervision, responsible for the overall coordination, implementation, execution, control and completion of multi-phase capital construction projects, ensuring code compliance and consistency with City and Bureau/Office strategies, commitments, and goals.

Responsibilities include: overseeing contractors engaged in capital projects; developing project plans; defining project scope and requirements; coordinating staff and contractor resources; managing budget; planning and scheduling timelines; monitoring and reporting on progress and issues, and providing solutions to stakeholders; determining, implementing, and managing project changes and interventions to achieve goals; evaluating project and assessing results.

**DISTINGUISHING CHARACTERISTICS**

Capital Project Manager II is the second of four and the journey-level classification in the Capital Project Manager series.

Capital Project Manager II is distinguished from Facilities Construction Specialist in that the former organizes, oversees and coordinates multi-disciplinary, multi-phase public works projects from conceptual initiation through completed construction.

Capital Project Manager II is distinguished from Capital Project Manager I in that the latter serves as an assistant project manager on large, complex public works projects or oversees the work of City employees and contractors on limited-scope and duration projects with lower-range capital budgets.

Capital Project Manager II is distinguished from Capital Project Manager III in that the latter is responsible for all elements of large-scale capital construction projects, including leading and developing project plans, defining project scope and requirements, and managing project funding.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Assist in the management of capital construction projects, including buildings, structures, parks, recreation facilities, and public infrastructure, in accordance with professional standards and practices.

2. Develop project scope; consult with project stakeholders including other organizational units and the public; research federal, state, and local laws, codes, and regulations.
3. Prepare and review design and construction cost estimates; inspect project work to ensure specifications are met; monitor project schedules and budgets; meet and communicate with stakeholders.
4. Assist in procurement of construction and design contractors; develop bid solicitations; participate in pre-construction conferences.
5. Oversee contracts with contractors and consultants; conduct regular site visits; process progress payments; accept deliverables; monitor compliance.
6. Provide professional and technical advice to City Bureaus/Offices including project solutions and alternative methods.
7. Collaborate with Capital Project Managers, engineers, architects and technicians from other projects and units to assist with capital projects of a broader scope and complexity.

**Specific Duties:**

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Leads, plans, coordinates, and manages the design, construction, maintenance, and renovation of city owned facilities and real properties.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general supervision by a Capital Project Manager IV, Manager, or other supervisor- or management-level position.

This classification does not have supervisory responsibilities.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

Depending on the assignment, the incumbent may be required to have some or all of the following knowledge, skills, and abilities.

1. Knowledge of laws, statutes, ordinances, codes, and regulations related to public works, building construction, and zoning.
2. Knowledge of public works and facilities planning and maintenance, and project funding, budgeting, and scheduling.
3. Knowledge of principles, processes, systems, and techniques of capital construction project and contract management.
4. Knowledge of and ability to apply specific construction and maintenance technologies.
5. Ability to manage multiple concurrent projects.
6. Ability to research and apply current cost estimation techniques.
7. Ability to maintain project records consistent with applicable standards.
8. Ability to communicate effectively, both verbally and in writing; present information, reports and recommendations clearly and timely to both internal and external project stakeholders.
9. Ability to exercise sound, independent judgment, and initiative within established guidelines.
10. Ability to establish and maintain effective working relationships with a diverse workforce, Bureau/Office staff, the public, and others encountered in the course of work.
11. Ability to demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
12. Ability to utilize City-specific technology and general office software.

## **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** High school diploma or GED;

AND

**Experience:** Five (5) years of progressively responsible experience in construction, construction management, project management, landscape architecture, or related experience.

### **Special Requirements and/or Qualifications:**

General contractors' or specialty license or certification related to position may be required for certain positions.

A valid state driver's license may be required for certain positions.

### **Preferred Qualifications:**

Bachelor's degree or professional certification in construction management, project management, business administration, or related field.

Bargaining Unit: Professional & Technical Employees Local 17 (PROTEC17)

FLSA Status: Exempt

### **HISTORY**

Revision Dates:

March 2022 – Updated union representation from non-represented to PROTEC17 and updated from pay grade 57 to pay scale SCL01470