



TVF&R JOB DESCRIPTION

TITLE: Capital Projects Manager

DIVISION: Logistics

SALARY/WAGE STATUS: Grade 11

DEPARTMENT:

CIVIL SERVICE STATUS: No

FLSA CLASSIFICATION: Exempt

PERS CATEGORY: General Service

SUPERVISOR: Director of Logistics

BARGAINING UNIT: No

SUPERVISION EXERCISED: Capital Construction Control Specialist

SAFETY SENSITIVE: No

PRIMARY PURPOSE

Responsible for directing, organizing, controlling and delivering diverse capital projects of varying size and complexity with high strategic importance to the District. Continually evaluates communication and processes to identify and implement improvements to the capital projects program.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

Position-Specific Functions

PLANNING : Develops short- and long-range capital construction plans for the District. Coordinates cost estimates for future facilities with long-range financial models.

DEVELOPING AGREEMENTS : Coordinates the development of agreements to implement long-range plans. In conjunction with Finance department, prepares requests for proposals and contracts for professional, technical, consulting, construction and other services. Manages the consultant selection process, establishes the contractor pre-qualification process, develops contract documents, and reviews consultant-prepared designs and products for conformance with District capital plans and specifications.

FACILITY DESIGN : Facilitates, monitors and coordinates review and input on facility design.

LIAISON BETWEEN STAKEHOLDERS : Serves as liaison to the design team, District staff, Board of Directors, jurisdictional partners and community groups. Prepares and makes presentations before the Board of Directors, citizen groups, and various commissions. Escalates issues to relevant stakeholders as warranted and in a timely manner.

PROJECT MANAGEMENT : Manages all pre-construction evaluation and planning activities using industry-accepted tools and techniques for managing projects to completion; develops construction plans and estimates; manages and coordinates the services of architects, engineers and land use consultants in the planning approval process and development of preliminary drawings and specifications; completes and submits building permit applications; and meets with building department representatives and oversees the process of project approval. Develops scope and timeline expectations and ensures projects remain within scope, budget, and timelines. Prepares justification and appropriate documentation to obtain approval when adjustments or addendums to project scope or budget are necessary. Monitors construction activities, which includes onsite direct examination of construction sites in various stages of completion and wearing appropriate personal protective equipment. Administers payment and change orders within District policies; researches, negotiates, and resolves claims made by contractors; and develops and maintains project reporting system.

BUDGET : Develops and recommends annual budgets for the capital improvement program; and develops 10-year capital construction budget for the District.

RECORDS MANAGEMENT : Develops and maintains reports, memoranda, letters and other documents regarding project issues.

COMPLIANCE : Ensures that construction project work associated with local, state and federal laws, and other regulatory agency standards inform District guidelines and business practices. Interprets District and department policies for assigned personnel and enforces safety regulations and adherence to proper codes and standards.

Standard Functions

GOAL-STRATEGY ALIGNMENT: Develops expectations and goals for assigned business unit(s) aligned with divisional or organizational goals and strategies. Develops change strategies as needed. Undertakes short- and long-term planning for assigned unit activities, coordinating with other units as necessary.

SUPERVISION: Oversees work of direct reports, including hiring, providing direction, identifying learning and development opportunities, employee recognition, managing performance, and administering corrective and/or disciplinary action.

BUDGET: Develops budget for assigned business unit(s), and provides ongoing fiscal oversight and accountability.

SECONDARY FUNCTIONS

Position-Specific Functions

Develops framework for effectively managing work associated with capital projects warranty claims, including ensuring warranty work is scheduled and completed post project.

Manages post-occupancy project work, including coordinating with facility tenants, contractors, and Facilities department personnel to ensure work is addressed in a professional and timely manner.

Standard Functions

Stays current in field of expertise by participating in conferences, seminars, meetings, and other learning and development events; and by monitoring literature in one's field for trends and changes occurring.

Other Functions

Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.

May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.

Ensures that personnel understand the District's requirement that employees are prepared to report to/remain at work during major emergencies, disasters and some large emergency exercises with little or no notice.

Maintains ability to contact personnel for which this position is responsible during non-work hours in the event of altered District/Division status affecting employee assignments.

Performs other duties as assigned.

JOB QUALIFICATIONS

This section describes the required and preferred education and experience qualifications, followed by competencies associated with performing the job functions. The education and experience minimum requirements below are those typically required for performing the job functions (unless specifically noted to be *preferred*). Equivalent combinations of education and experience may be considered.

Education

Bachelor's degree, preferably in construction project management, engineering, architecture, or closely related field.

Experience

Five years of professional experience managing multiple construction projects ranging from \$1M to \$15M in value. Experience in the public sector preferred.

Three years of supervisory experience strongly preferred.

Certifications & Licensures

Current project management certification preferred.

Position-Specific Requirements

Demonstrated knowledge of construction project management principles, processes, systems and techniques; thorough understanding of construction techniques, equipment and materials; and knowledge of construction planning and scheduling.

Thorough knowledge of federal, state and local laws, codes and regulations regarding construction.

Demonstrated understanding of principles and practices of budgeting, purchasing and maintenance of records; ability to prepare, justify and administer a project budget. Ability to manage multiple funding streams, each having unique accounting standards.

Ability to plan, organize, coordinate, review and evaluate the work of professional and technical consultants.

Ability to read blueprints and construction plans.

In-depth knowledge of, and ability to interpret and apply, complex rules, regulations, codes and ordinances. Knowledge of permitting processes with municipal, county and other regulatory agencies.

Knowledge of modern principles and practices of personnel management.

Ability to effectively lead individuals and teams in order to accomplish goals and objectives.

Ability to effectively speak in public to small and large groups as well as the ability to effectively identify critical issues from a conversation and clearly disseminate such issues orally and in writing.

Ability to analyze and solve complex problems or situations.

Strong ability to achieve teamwork and cooperation in completing job responsibilities.

Ability to use coaching and negotiation skills as needed.

Demonstrated ability to manage projects, including performing needs assessments and analysis, gathering project requirements, creating project plan, communicating with stakeholder groups, executing plan, testing/evaluating solutions, identifying and mitigating risks, and adapting approach to changing conditions and post-project evaluation.

Continually looks for ways to improve processes, efficiencies, and customer service levels. Provides positive feedback and suggestions to improve. Keeps an open mind to change and supports efforts to improve business operations.

Standard Requirements

Ability to function effectively in a fast-paced stressful environment with frequent interruptions, multiple simultaneous assignments, and rapidly changing priorities, while maintaining a calm demeanor.

Ability to read and understand, and communicate effectively in English, both orally and in writing.

Ability to develop and manage budgets, including linking budget development to short- and long-term planning, as well as District and program strategic goals.

Ability to establish policies and goals, and to develop, implement, and evaluate programs.

Ability to plan, direct and oversee the work of personnel, including managing performance effectively.

Knowledge of modern principles and practices of personnel management.

Solid knowledge of and ability to operate a personal computer and standard office software applications in addition to any specialized software necessary for the performance of job duties.

Demonstrated ability to manage projects, including performing needs assessments and analysis, gathering project requirements, creating project plan, communicating with stakeholder groups, executing plan, testing/evaluating solutions, and adapting approach to changing conditions.

Ability to travel throughout the District to various work site locations in order to fulfill the essential functions of the position. Must possess a current, valid driver's license, and maintain a driving record insurable by the District's insurer in order to drive a District-owned vehicle or drive a personal vehicle for District business.

TVF&R Core Competencies

Ethical Integrity

Adheres to an appropriate and effective set of core values and beliefs during both good and bad times. Acts in line with those values. Rewards the right values and disapproves of others. Practices what is preached. Generates trust by keeping confidences, admitting mistakes and not misrepresenting self for personal gain. Is willing to stand up and be counted.

Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers. Gets first-hand customer information and uses it for improvements in services. Acts with customers in mind. Establishes and maintains effective relationships with customers and gains their trust and respect.

Compassion

Genuinely cares about people. Is concerned about their work and non-work problems. Is available and ready to help. Is sympathetic to the plight of others not as fortunate. Demonstrates real empathy with the joys and pains of others.

Drive for Results

Enjoys working hard; uses time effectively and efficiently. Is action oriented and full of energy for the things seen as challenging. Perseveres, especially in the face of setbacks. Steadfastly pushes self and others for results.

Decision Quality

Makes good decisions based on mixture of analysis, wisdom, experience, and judgment. Most of one's solutions and suggestions turn out to be correct and accurate when judged over time.

Interpersonal Savvy

Relates well to all kinds of people--up, down, sideways, inside and outside the organization--building constructive and effective relationships. Builds appropriate rapport; uses diplomacy and tact. Can defuse even high-tension situations comfortably. Can quickly find common ground and solve problems for the good of all. Can represent own interests and yet be fair to other groups. Practices attentive and active listening; has the patience to hear people out. Is easy to approach and talk to.

Dealing with Ambiguity

Can effectively cope with change. Can shift gears comfortably. Can decide and act without having the total picture. Isn't upset when things are up in the air. Doesn't have to finish things before moving on. Can comfortably handle risk and uncertainty.

Personal Learning

Knows personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve self. Seeks feedback; is open to criticism and receptive to discussion of shortcomings. Understands that different situations and levels may call for different skills and approaches; picks up on the need to change personal, interpersonal, and managerial behavior quickly. Watches others for their reactions to attempts to influence and perform, and adjusts. Works to deploy strengths. Works on compensating for weakness and limits.

TVF&R Managerial Competencies

Inspiring Others

Communicates a compelling and inspired vision or sense of core purpose. Talks beyond today, about possibilities; is optimistic. Creates mileposts and symbols to rally support behind the vision. Creates a climate in which people want to do their best; empowers others. Can motivate many kinds of direct reports and team or project members. Can assess each person's hot button and use it to get the best out of them. Invites input from each person, fostering open dialogue. Shares ownership and visibility, and wins/successes; defines success in terms of the whole team. Makes each individual feel their work is important; creates a feeling of belonging in the team. Creates strong morale and spirit in the team. Lets people finish and be responsible for their work.

Getting Organized

Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. Breaks down work into process steps. Develops schedules and task/people assignments. Anticipates and adjusts for problems and roadblocks. Can marshal resources (people, funding, material, support) to get things done. Can orchestrate multiple activities at once to accomplish a goal. Uses resources effectively and efficiently. Arranges information and files in a useful manner.

Getting Work Done Through Others

Establishes clear directions and assignments. Sets clear objectives and measures, ones that are stretching. Distributes the workload appropriately. Lays out work in a well-planned and organized manner. Maintains two-way dialogue with others on work and results. Clearly and comfortably delegates both routine and important tasks and decisions. Broadly shares both responsibility and accountability. Tends to trust people to perform, yet monitors process, progress, and results. Designs feedback loops into work.

Organizational Agility

Knowledgeable about how organizations work. Knowledgeable in current and possible future policies, practices, trends, technologies, and information affecting the organization. Knows how to get things done through both formal channels and informal networks. Understands the origin and reasoning behind key policies, practices, and procedures. Understands the cultures of the organization and inherent tensions. Can maneuver through complex political situations effectively and quietly. Anticipates where the land mines are and plans approach accordingly. Is sensitive to impacts of statements and decisions on internal and external stakeholders. Looks toward the broadest possible view of an issue/challenge; can think globally. Can discuss multiple aspects and impacts of issues and project them into the future.

Managerial Courage

Takes unpopular stands if necessary; doesn't hold back anything that needs to be said. Provides current, direct, complete, and "actionable" positive and corrective feedback to others. Lets people know where they stand. Deals with problem direct reports firmly and in a timely manner. Regularly reviews performance and holds timely discussions. Faces up to people problems on any person or situation (beyond direct reports) quickly and directly. Is not afraid to take negative action when necessary. Encourages direct and tough debate but isn't afraid to end it and move on. Faces adversity head on. Can hammer out tough agreements and settle disputes equitably. Can find common ground and get cooperation with minimum noise.

Priority Setting

Spends one's time and the time of others on what's important. Quickly zeros in on the critical few and puts the trivial many aside. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks. Creates focus. Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.

Problem Solving

Uses rigorous logic and methods to solve difficult problems with effective solutions. Probes all fruitful sources for answers. Can see hidden problems. Is excellent at honest analysis. Looks beyond the obvious and doesn't stop at the first answers.

Developing Direct Reports and Others

Provides challenging and stretching tasks and assignments. Holds frequent development discussions. Is aware of each person's career goals. Constructs compelling development plans and executes them. Pushes people to accept developmental moves. Will take on those who need help and further development. Champions developmental system in place and development culture.

Written Communication

Is able to write clearly and succinctly in a variety of communication settings and styles. Can get messages across that have the desired effect.

PHYSICAL REQUIREMENTS

Physical requirements detailed on separate document found in [this library](#).

Additional Description

N/A.

Weight

	Weight	Frequency
Ability to lift, carry, push, and pull weights up to:	See physical requirements document.	See physical requirement document.

Fitness for Duty Assessment

Yes.

WORKING CONDITIONS

8742--Outside Salesperson

Work is normally performed in an interior office setting separated from operations. Work involves regular travel to other offices within and outside of TVF&R, though incidental travel to operational sites within TVF&R may occur in the performance of job duties. Work involves minimal exposure to hazards or adverse environmental conditions.

Working Conditions--additional description

May be exposed to inclement weather or other hazards associated with construction site visits.

JOB CHARACTERISTICS

Complexity of job tasks

Predominant work involves various activities involving different, unrelated, but established processes/methods.

Predominant work involves multiple levels of tasks and subtasks which are interrelated or entangled in ways that differ from one circumstance to another.

What needs to be done involves analysis of available information to identify inter-relationships and select an appropriate course of action from a number of options—some not always evident—requiring sound judgment.

Problem solving

Predominant work activities are undertaken within a general framework of recognized procedures and guidelines.

Some initiative is required in completing still largely procedural tasks.

There is scope for creativity in the way in which these are applied in relation to problem solving.

Judgments involve facts or situations, some of which require analysis.

Lateral thinking is required to generate viable options and the implementation of solutions.

Management responsibility/Resource accountability

Formally supervises employees in day-to-day work activities or coordinates a small team performing straightforward work. Supervision role includes hiring, providing direction, identifying learning and development opportunities, managing performance, and administering corrective/disciplinary action.

Accountable for monitoring resources, compiling information and reporting for a specific project/program (not as a centralized resource).

Responsible for assisting in the management of resources for a program or defined area of responsibility.

Although guidelines apply, some discretion and judgment is exercised regarding resources that may be drawn on or managed by others.

Decision making

Predominant decisions concern a variety of matters or escalated issues.

Predominant decisions are based on sound judgment, expertise and knowledge.

Predominant decisions are governed by the application of regulations or the agency's operating guidelines and procedures.

Provides information, advice and recommended actions which has influence on the decision maker.

The predominant actions of the role may have a significant impact with regard to objectives such as operations, output, quality and service in the work area but which extend beyond the immediate work area usually to a limited degree. The role influences external relationships which are of importance to the work area and its reputation. Actions may have medium to long term effects.

Accountability to outcomes

Accountable for developing plans and objectives for short-term tasks and contributing to strategic planning for longer-term initiatives.

Responsible for providing expertise and technical knowledge across a range of programs or activities, providing accurate and specialized advice and ensuring knowledge of and compliance with relevant legislation and policy frameworks.

Responsible for setting priorities and ensuring quality of outputs for the work area.

Responsible for contributing to business improvement strategies and to change in workplace practices.

Accountable for monitoring related emerging issues, identifying impact, and conducting risk management activities within sphere of responsibility.

Contacts and relationships

Manage relationships with stakeholders to achieve work area goals.

Liaise with a range of stakeholders in relation to difficult or sensitive issues.

Consult and advise internal and external stakeholders, anticipate and respond to their needs and expectations.

Represent the agency by promoting its interests at community and cross-agency levels and undertake a representation or presentation role on behalf of the immediate work area.

ACKNOWLEDGEMENT

This job description describes the general nature of the work performed by employees assigned to this job class. It contains a list of required

responsibilities and duties. It is not intended to be a complete list, and employees assigned to this job class may occasionally be required to perform duties and handle responsibilities that are not specifically addressed in the assigned job description.

I have been given the opportunity to speak with my supervisor about any portion of the job description that I do not understand. I have reviewed and understand the job description for my position. I acknowledge that I am responsible for performing the essential functions, duties, and responsibilities described in this job description.

PUBLICATION HISTORY

Creation date

Revision summary (after 2016 Halogen implementation)

9/8/15: Initial conversion.

2/23/18: Revisions from job description update project incorporated.

4/14/18: Archived.

6/25/21: Significant revisions ahead of position fill.