

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 290

CAPITAL IMPROVEMENT PROJECT MANAGER

GENERAL

This is a highly responsible professional and managerial position that oversees the City's Capital Improvement Projects. Work is performed under direct supervision of the City Engineer in the Engineering Department.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Provides independent analysis/preparation of cost estimates for proposed design-build and construction during contract negotiations.
- Evaluates and reviews design and construction reports and documents for accuracy.
- Administers the preparation and processing of construction cost estimates and proposed construction completion schedules.
- Reviews and coordinates approvals for contract change orders, Agenda Reports, professional service agreements, budget resolutions, amendments, work authorizations and final payments.
- Establishes and maintains systems, and a database of, capital project costs and schedule estimates.
- Assists consultants and contractors in dealing with the County relative to project estimates, schedules, contract documents, payments, and other items as required.
- Plans and develops internal policies and procedures as they relate to construction project management.
- Researches and prepares position statements with recommendations regarding capital construction program policy and procedure.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of engineering, architecture, construction management, and project management as applied to maintaining and updating project cost and schedule estimates.
- Knowledge of the principles and practices of project management and construction contracting.
- Knowledge of engineering principles.
- Knowledge of how to read architectural and engineering drawings on AUTOCAD.
- Knowledge of information management policies, practices, and techniques.
- Knowledge of practices, trends, developments and information sources in the field of construction project cost and schedule estimating.
- Knowledge of government procurement procedures.
- Knowledge of government funding, budgeting, and purchasing requirements.

- Knowledge of accounting principles relative to budget and construction contract adherence.
- Skill in using MS Office and any other software/applications.
- Skill in drafting and giving presentations.
- Ability to express ideas and communicate effectively, both orally and in writing.
- Ability to review highly technical and complex construction documents.
- Ability to gather and analyze data and prepare written reports on findings.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to perform in a demanding environment and produce high-quality work products in a timely manner.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution in Project or Construction Management with coursework in Accounting and/or Finance and 4 years experience in managing construction projects and contracts.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 09/15

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 34/50

Location: Engineering Department

GERS: Regular Class